USER MANUAL

Document Version: 3.0

Released on 18th December 2013

Disclaimer

While PDS Infotech (P) Ltd. makes every effort to deliver high quality products, we do not guarantee that our products are free from defects. Our software is provided “as is" and you use the software at your own risk.

We make no warranties as to performance, merchantability, fitness for a particular purpose, or any other warranties whether expressed or implied.

No oral or written communication from or information provided by PDS Infotech (P) Ltd. shall create a warranty.

Under no circumstances shall PDS Infotech (P) Ltd. be liable for direct, indirect, special, incidental, or consequential damages resulting from the use, misuse, or inability to use this software, even if PDS Infotech (P) Ltd. has been advised of the possibility of such damages.

These exclusions and limitations will apply in all jurisdictions.

Information in this document is subject to change without notice. No part of this manual may be reproduced, stored in a retrieval system, or transmitted in any form or any means electronic or mechanical, including photocopying and recording for any purpose other than the licensee’s personal use without the written permission of PDS Infotech (P) Ltd.

All trademarks used herein are properties of their respective owners.

Copyright © PDS Infotech (P) Ltd. All rights reserved.

PDS Infotech (P) Limited

Old Court House Street, 2nd Floor
Kolkata 700001
Phone: (91 33) 22623535, 64596006
Email : info@pdsinfotech.com
Website : www.pdsinfotech.com

Table of Contents

Table of Contents **2**

1 Preface **4**

1.1 Audience 4

1.2 Manual Organization 4

1.3 Document Convention 4

2 Software Installation and Registration **5**

2.1 Hardware and Software Requirement 5

2.2 Software Installation and Registration 5

2.3 Setting up Multi user Environment 12

3 Overview **16**

3.1 Editions 16

3.2 Multi User Environment 17

3.1 Cheque Printing – Process Overview 17

3.2 Getting familiarized with the Action Buttons of CHEQUEMAN 20

4 Setup **22**

4.1 Defining Account Setup 22

4.2 Define Cheque Design Template 25

4.3 Bank Name 33

4.4 Payee Details 35

4.5 Payee Group 38

4.6 Payee Batch 39

5 Cheques **41**

5.1 Cheque Book 41

5.2 Print Cheques 44

5.3 Manual Cheques 48

5.4 Cancel / Restore Cheques 51

5.5 Modification in Cheque No. 53

5.6 Print EMI Cheques 55

5.7 Batch Printing 60

5.8 Excel Bulk Printing 65

5.9 Incomplete Cheque 70

6 Reports **75**

7 Other Utilities **77**

7.1 Tasks – Backup/ Restore/Optimize Database 77
7.2 Calculator 80
7.3 Print Setup 81
7.4 Preferences 82
8 Healthy Practices of using ChequeMan 84

1 Preface

CHEQUEMAN is a state-of-the-art software solution, which enables its users to print smart and professional looking cheques efficiently. CHEQUEMAN is a complete Cheque printing and Management software that is capable of printing error free cheques quickly and managing all the cheque records for useful reporting.

CHEQUEMAN uses a versatile and configurable tool that is compatible to most of the printers and adapts to any cheque format with minimal efforts.

1.1 Audience

This manual is intended to assist the users of the CHEQUEMAN software.

1.2 Manual Organization

This manual starts with the detailed description of installation and registration of the CHEQUEMAN software. This is followed by the overview of the complete software including Cheque Printing and Bulk Cheque Printing. Then it continues to describe all the features of ChequeMan in details.

1.3 Document Convention

This guide uses the following formatting conventions:

Figure 1-1 Document Convention Guide

IF YOU SEE.....	IT MEANS....
boldfaced text	Emphasized subjects
italicized text	The word or set of words are especially emphasized
Blue text	Blue written text indicates mandatory information.
Note:	The following paragraph provides additional information
Tip:	The following paragraph provides suggestive use

2 Software Installation and Registration

2.1 Hardware and Software Requirement

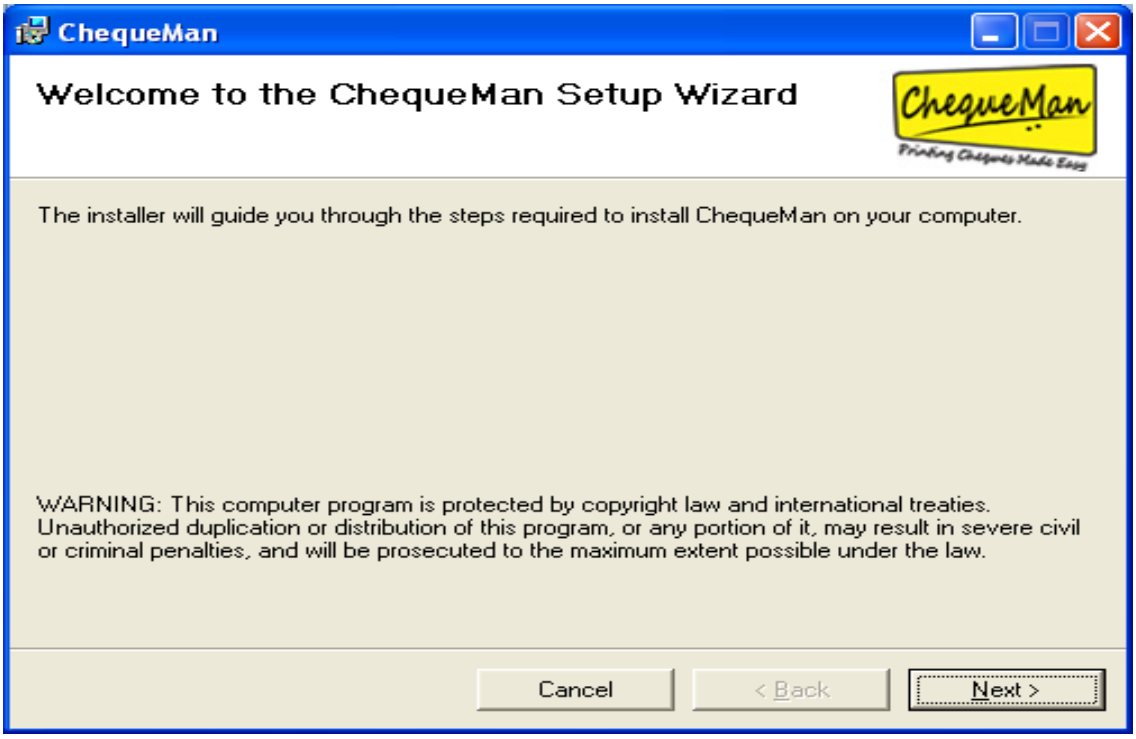
- PC-Pentium / 1 GB RAM
- Minimum 1024 x 768 resolution
- Windows XP or higher version
- 150MB Hard disk space

2.2 Software Installation and Registration

ChequeMan operates on the .NET framework of Microsoft. If the system already has the .NET framework in place, ChequeMan installs directly, otherwise, the .NET framework and its components are installed followed by the installation of ChequeMan. To install the software insert the ChequeMan CD in your PC. Double click on setup file.

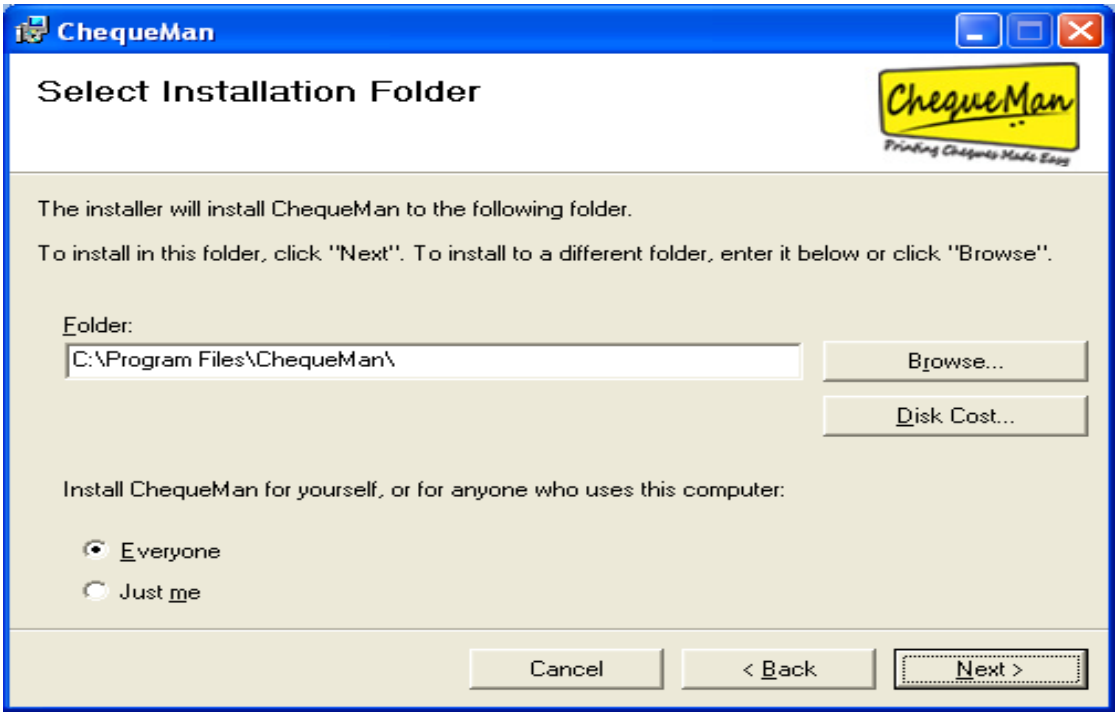
The following screen will be displayed:-

Figure 2-1 Software Installation – Step1


ChequeMan
Welcome to the ChequeMan Setup Wizard
ChequeMan
The installer will guide you through the steps required to install ChequeMan on your computer.
WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of this program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.
Cancel
< Back
Next >

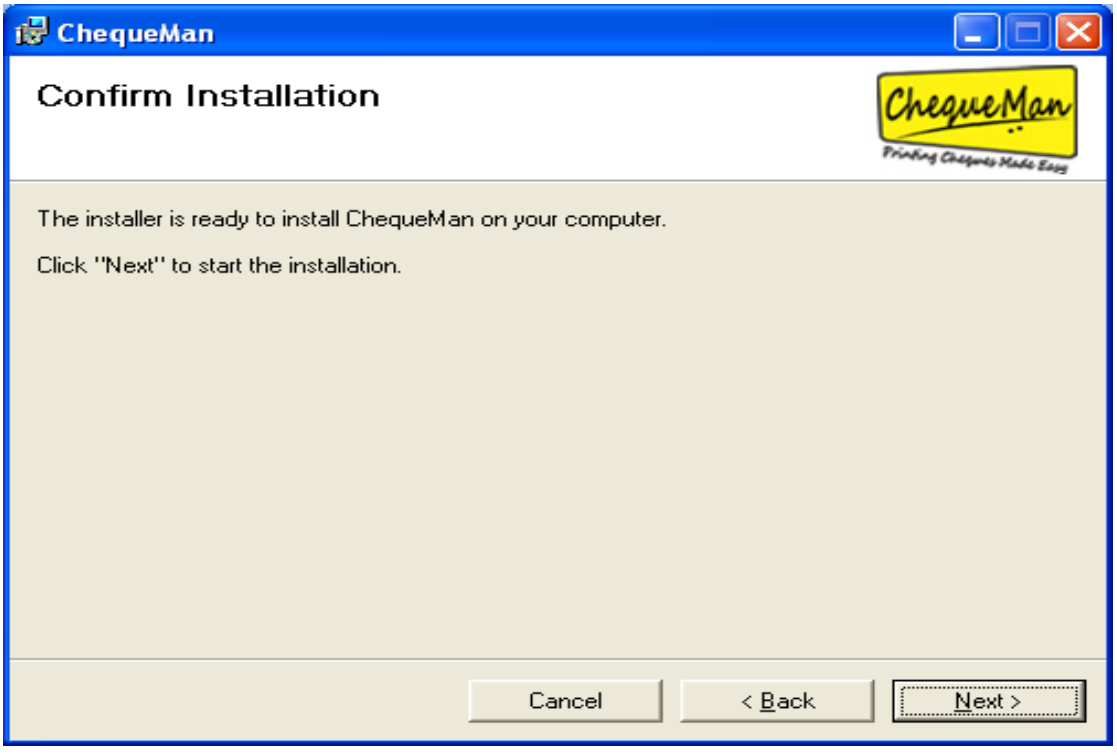
Click on <Next> button to get the following interface where you can view the default folder in which ChequeMan software will be installed.

Figure 2-2 Software Installation – Step2


ChequeMan
Select Installation Folder
The installer will install ChequeMan to the following folder.
To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".
Folder:
C:\Program Files\ChequeMan\
Browse...
Disk Cost...
Install ChequeMan for yourself, or for anyone who uses this computer:
Everyone
Just me
Cancel
< Back
Next >

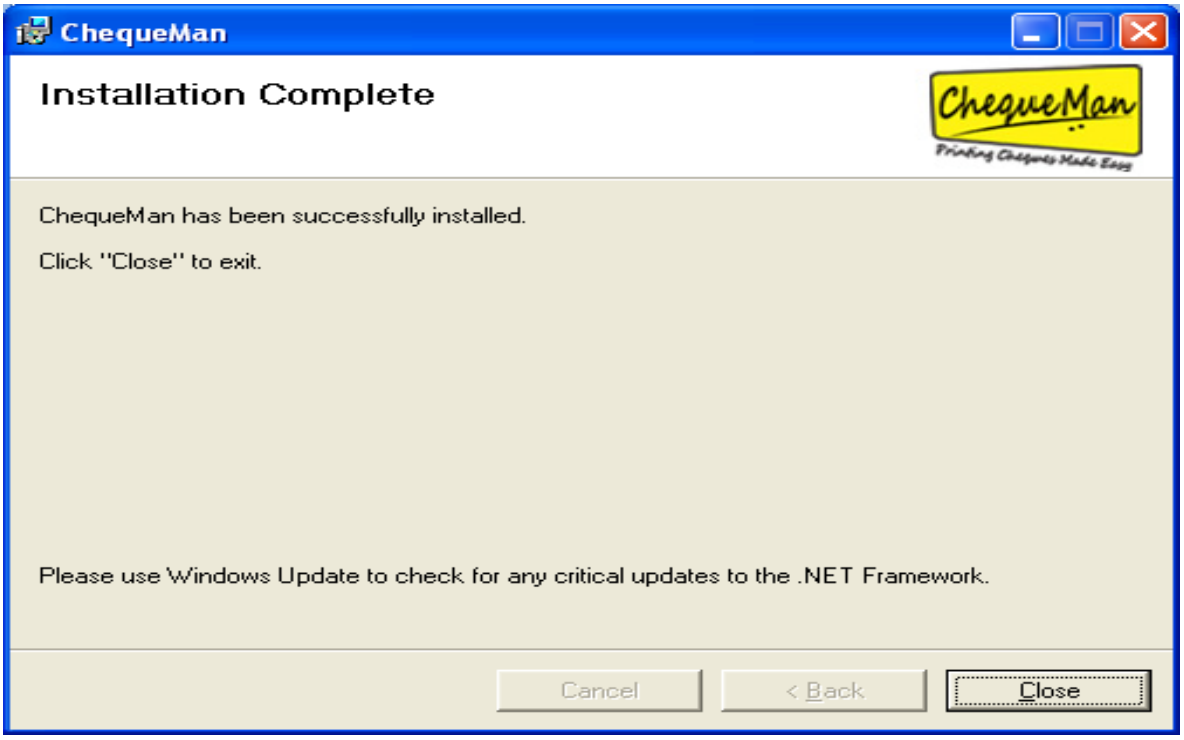
Use the <Browse> button in case you want to change the installation folder. Before installing, if desired, click on <Disk Cost ..> button to know the availability of the disk space on your system. After you have selected the destination folder click on the next button to get the following interface:

Figure 2-3 Software Installation - Step 3


ChequeMan
Confirm Installation
The installer is ready to install ChequeMan on your computer.
Click "Next" to start the installation.
Cancel
< Back
Next >

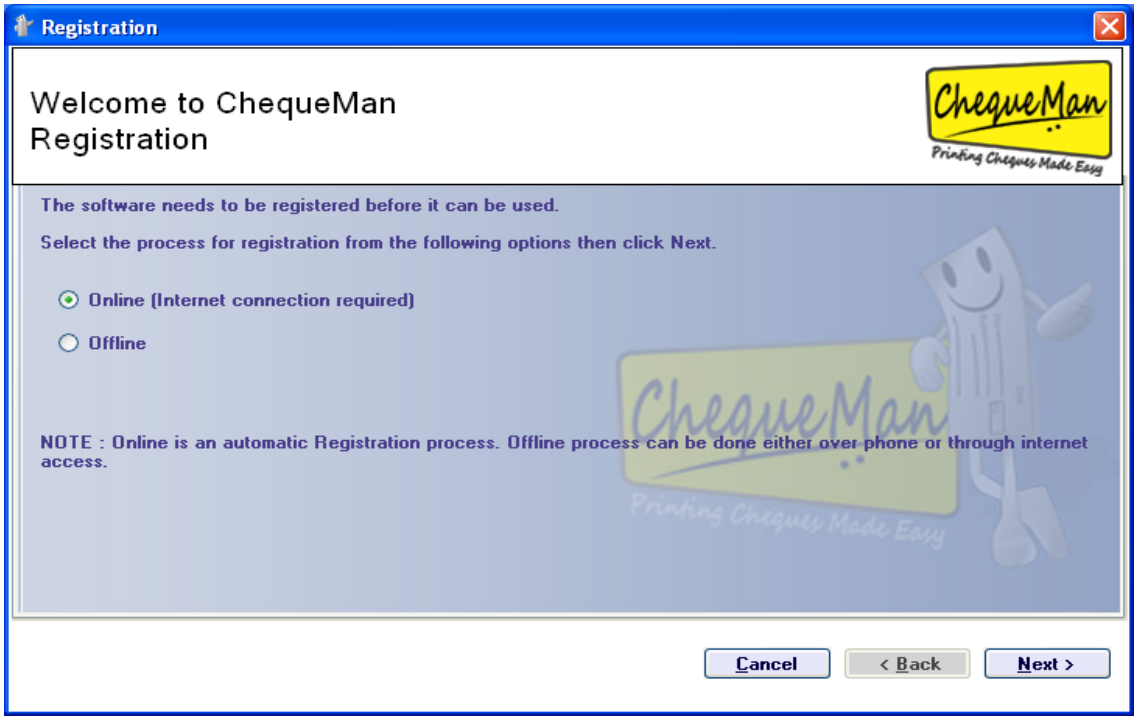
Click on the <Next> button to confirm and start the installation procedure. On completion of this you will get the following interface: -

Figure 2-4 Software Installation -Step 4



Click on <Close> button to exit the installation. Click on the software icon created on the Desktop to launch the software. The software needs to be registered with PDS Infotech (P) Ltd. before one can start using the same. For ChequeMan registration you will get the following interface:

Figure 2-5 Software Registration


Registration
Welcome to ChequeMan Registration
ChequeMan
Printing Cheques Made Easy
The software needs to be registered before it can be used.
Select the process for registration from the following options then click Next.
Online (Internet connection required)
Offline
NOTE : Online is an automatic Registration process. Offline process can be done either over phone or through internet access.
Cancel
< Back
Next >

Registration of the software can be done by one of the following ways:

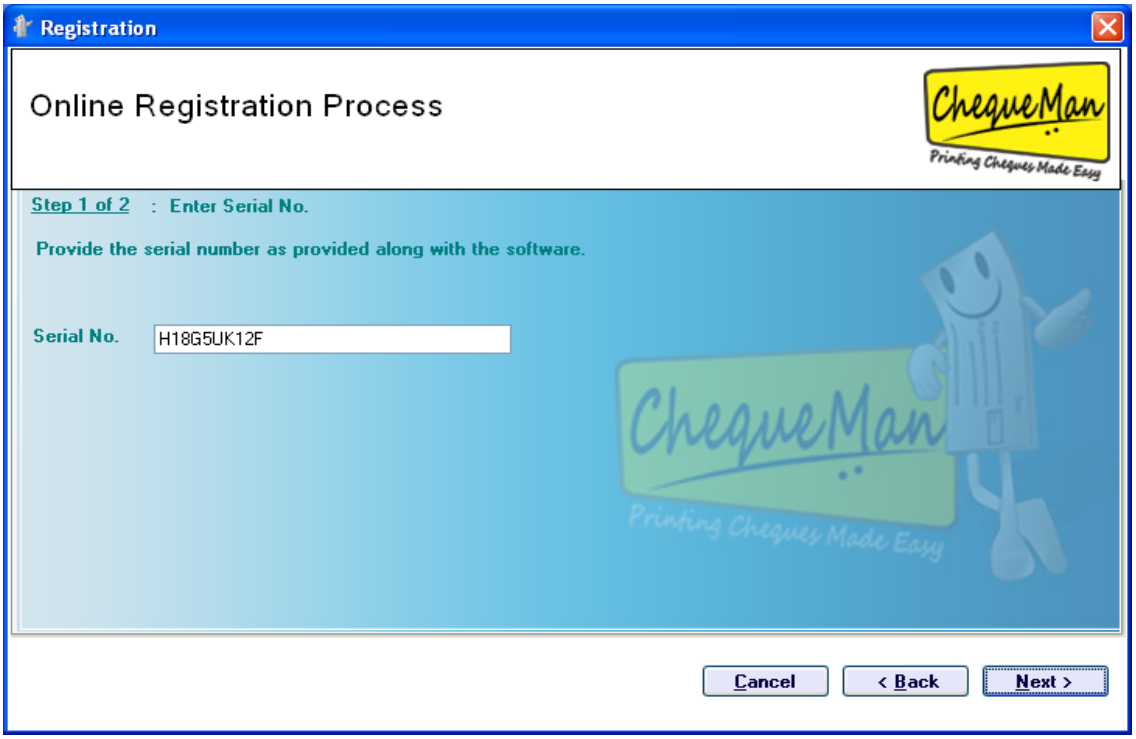
- Online (internet connection required)
- Offline

Each process is explained below:

ONLINE REGISTRATION

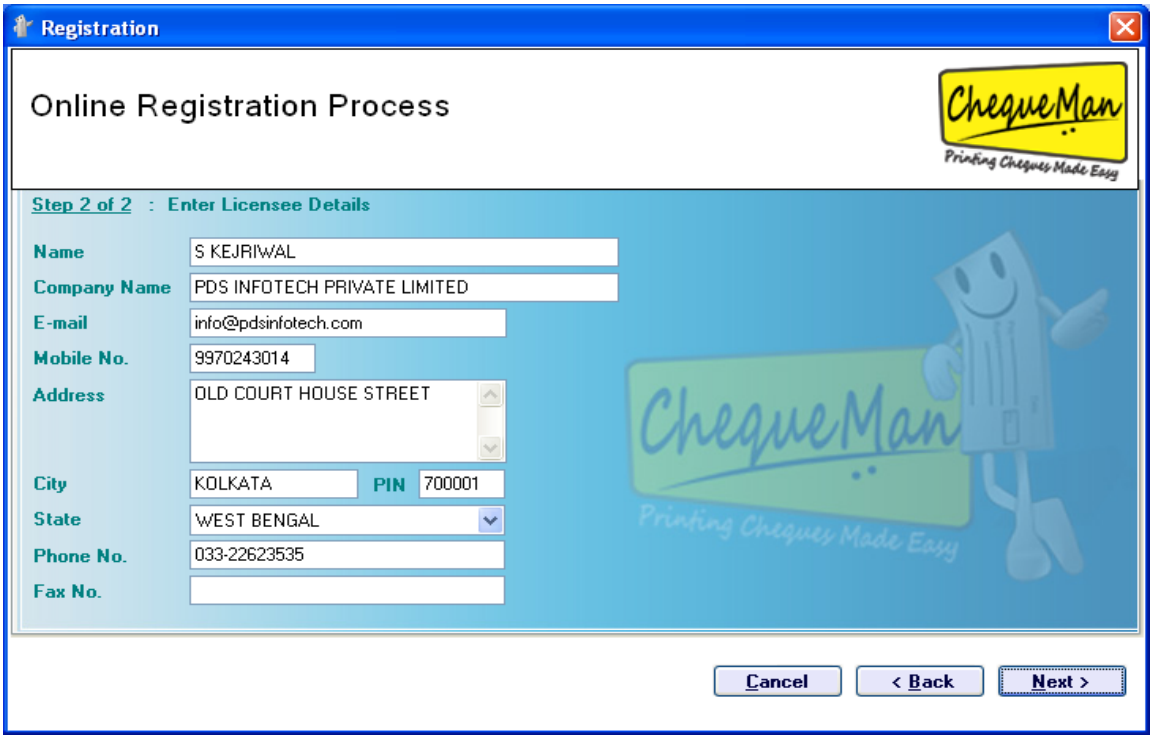
Select 'Online' on the above interfac1e and click on <Next> button. The following interface is displayed:

Figure 2-6 Online Registration - Step1



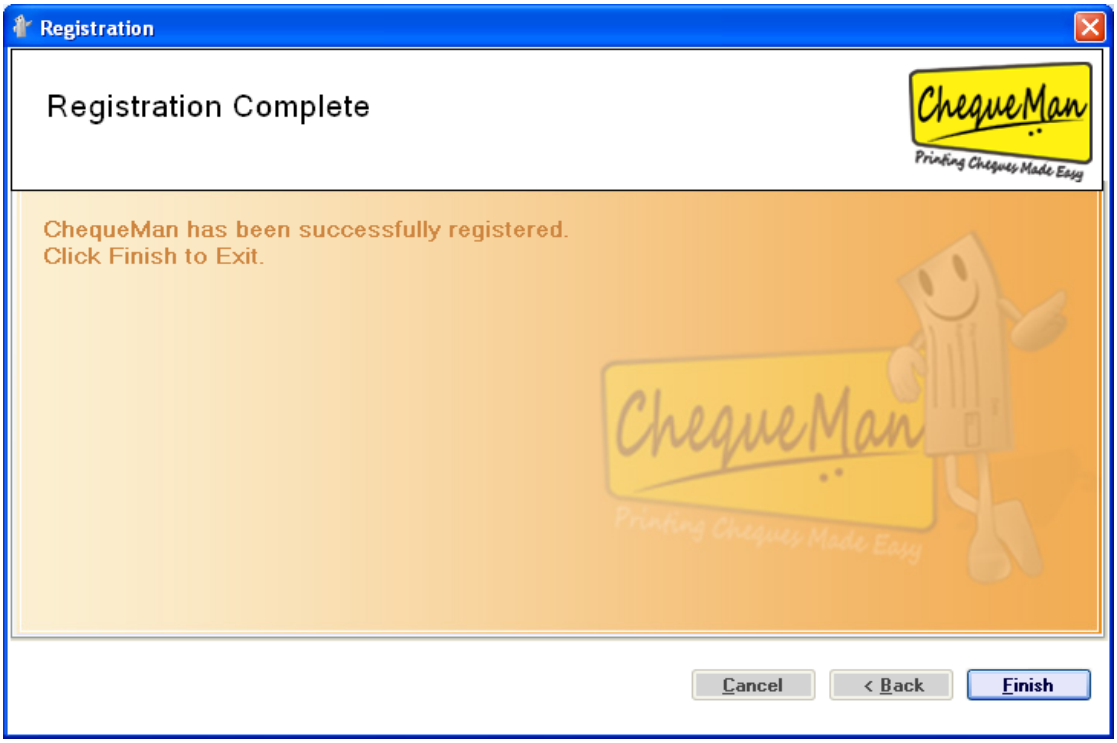
Enter the Serial Number provided to you along with the software package and then click <Next> to proceed. On entering the valid serial number, you get the following interface:

Figure 2-7 Online Registration – Step2



Provide your details and click <Next> to proceed and complete the registration process. You will get the following confirmation screen where you have to select <Finish> button to exit the registration process:

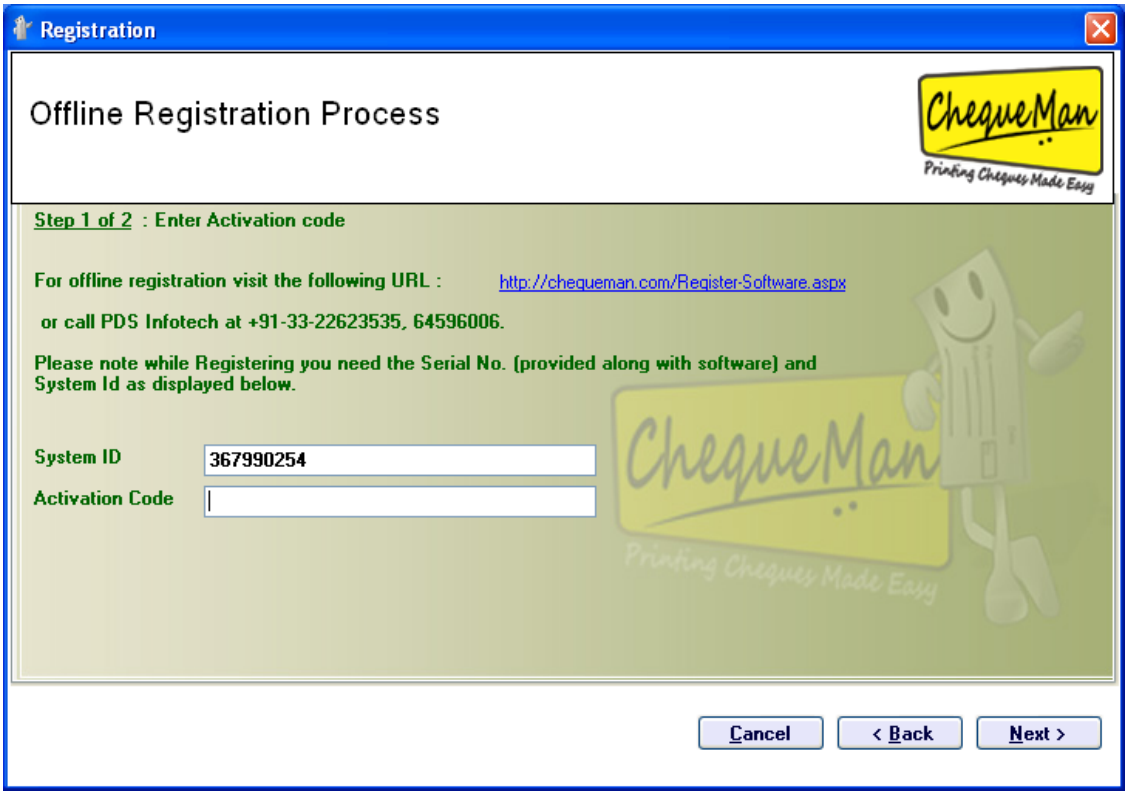
Figure 2-8 Online Registration – Step3



OFFLINE REGISTRATION

Select 'Offline' on the above interface and click on <Next> button. The following interface is displayed:

Figure 2-9 Offline Registration – Step1

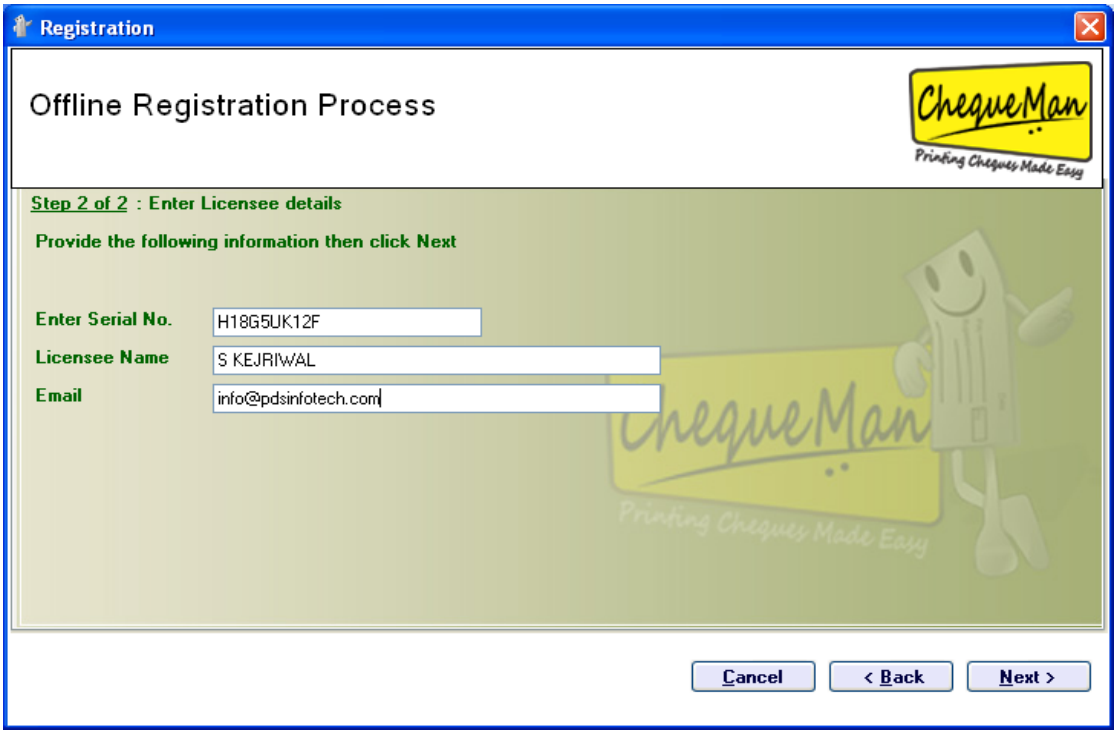

Registration
Offline Registration Process
ChequeMan
Printing Cheques Made Easy
Step 1 of 2 : Enter Activation code
For offline registration visit the following URL :
http://chequeman.com/Register-Software.aspx
or call PDS Infotech at +91-33-22623535, 64596006.
Please note while Registering you need the Serial No. (provided along with software) and System Id as displayed below.
System ID
367990254
Activation Code
Cancel
< Back
Next >

The identification of your computer system is displayed. You will need the Activation Code for completing the registration. You can get this either by visiting our website (as per the web address mentioned on the interface) by filling up a web form with the requisite details or by calling our Helpdesk. You will need the Serial No. (as provided along with the software package) and the 'System ID' as displayed above while filling the web form.

The Activation Code will be made available which needs to be entered in the form above. Click on <Next> button to proceed.

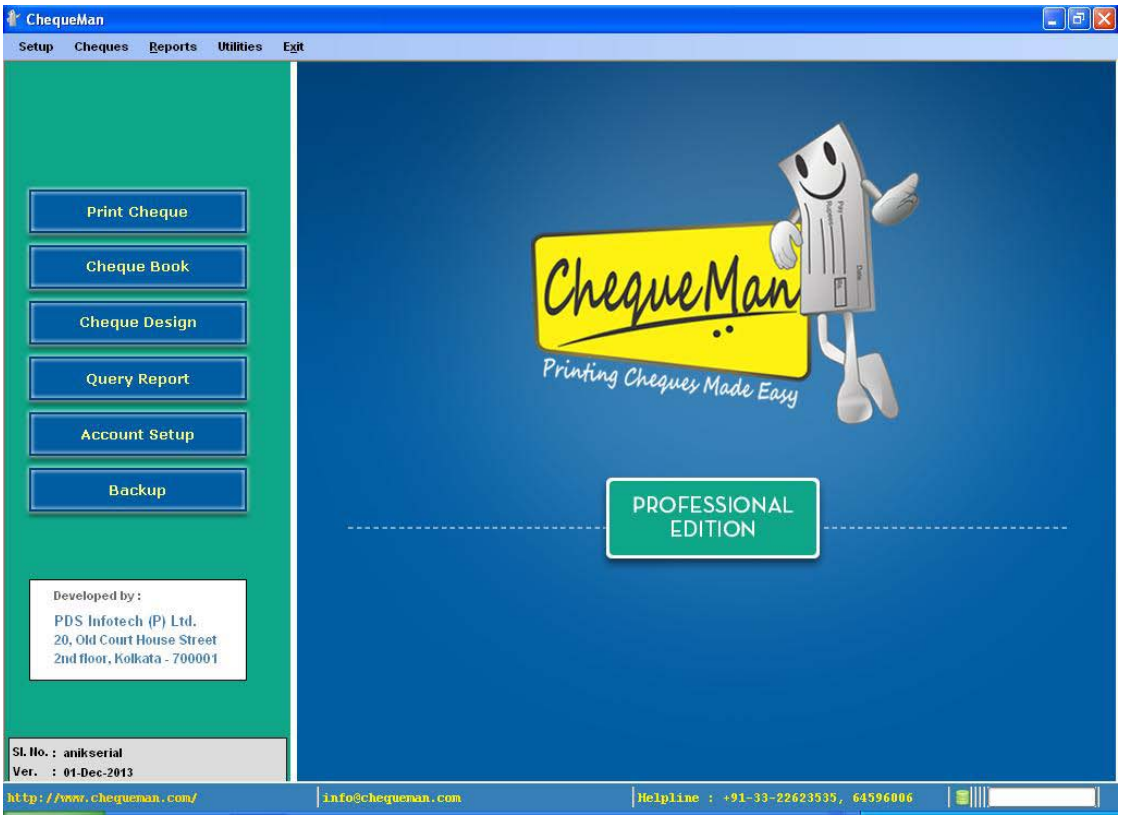
If the Activation Code is correctly keyed in, following interface will be displayed:

Figure 2-10 Offline Registration – Step2



In the above interface, you will have to enter the Serial No. (provided along with then software package), User Name and Email. Click on <Next> button to complete the offline installation process. After successful installation and registration, the following start up screen will be displayed.

Figure 2-11 Offline Registration – Step3



2.3 Setting up Multi user Environment

ChequeMan is also available in a multiuser edition, wherein multiple machines connected in LAN can be configured to share the same data. This is done on the basis of the client server architecture in which one machine is server, which stores the data for all the machines, and other machines are clients. .

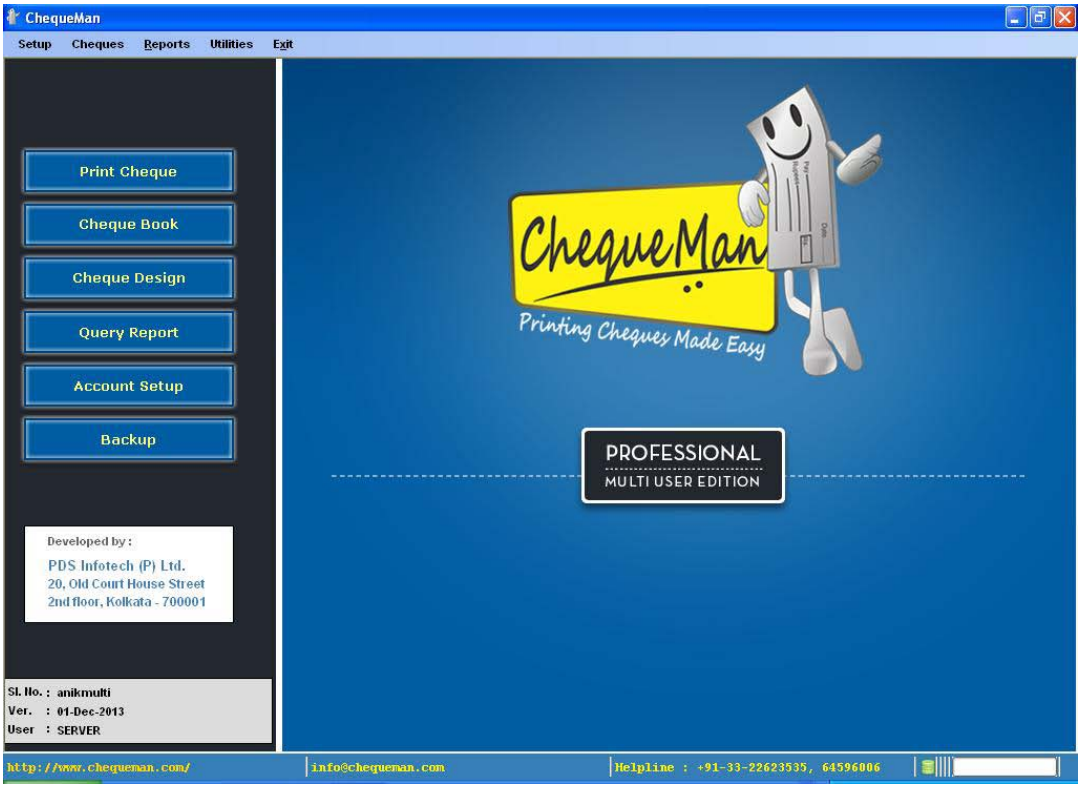
To create the multi user environment, the server version of the software has to be installed first. After the server version is installed, one can install the client versions and connect them with the server.

Process to register the Server Version of the software

The registration process for server version is same as explained above in section 2.2.

Following is the home Page of the ChequeMan server software:

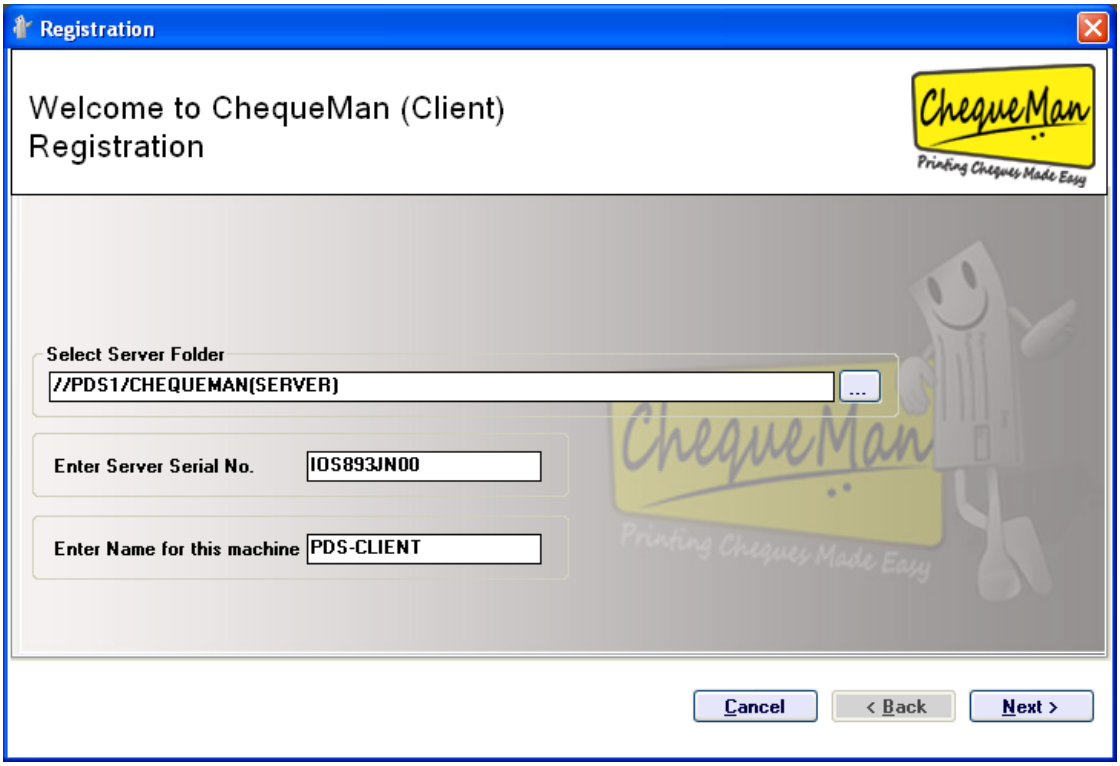
Figure 2-12 Server Home Page



Process to register the Client Version of the software

For registration of client version the following screen will be displayed:

Figure 2-13 Client Registration – Step 1



Enter the following details:

Select Server Folder: Select the path, where the server version of this software has been installed.

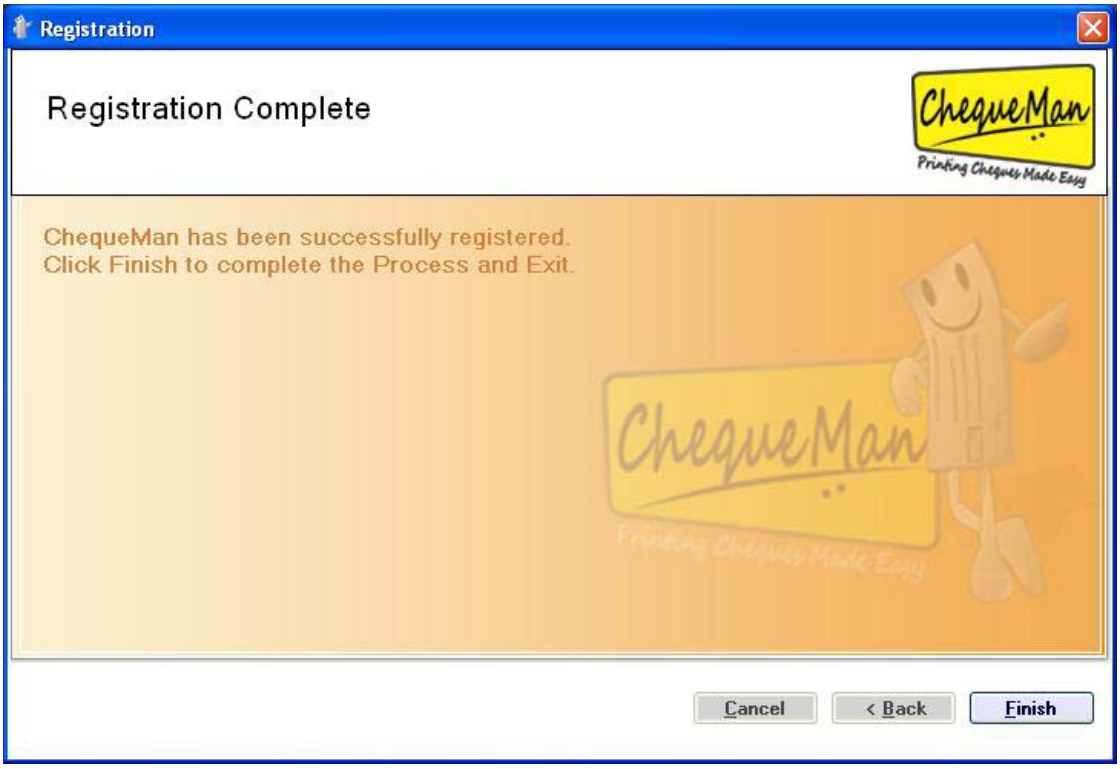
Note: The folder in which the server is installed has to be shared with complete read/write access.

Enter Server Serial No.: : Enter the Serial Number of the server.

Enter Name for this machine: : Enter a suitable name for this machine.

Click on the 'Next' Button to continue. The following screen will be displayed:

Figure 2-14 Client Registration – Step 2



Click on the 'Finish' button to complete the process of client registration. The home Page of the ChequeMan Client software will be displayed, as shown below:

Figure 2-145 Client Home Page

D. Support Desk / Helpline

If you have any operational difficulty, please contact our centralized help desk as under:

PDS Infotech Private Limited
20 Old Court House Street,
2nd Floor
Kolkata 700001
Phone: (91 33) 22623535, 64596006
Email: info@chequeman.com

3 Overview

ChequeMan is simple utility software that facilitates in printing cheques on standard leaves provided by banks instead of writing by hand. The printed cheques are smart, quick and error-free with no smudges and overwriting. With a host of features, it improves accuracy and efficiency.

3.1 Editions

ChequeMan is available in two different editions to cater to the requirement of different market segments. The two editions are as follows:

i. Standard Edition
ii. Professional Edition

A brief description of the two is given below:

Figure 3-1 Standard & Professional Edition

Feature	Standard Edition	Professional Edition
Multiple Account Holders / Bank Accounts	Maximum of 3 nos. of Account Holders having a total of maximum 10 nos. of Bank Accounts	Unlimited Account Holders without any limitations on the number Bank Accounts
Interactive Cheque Format Designer	✓	✓
Facility to web import ready to pre-designed formats	✓	✓
Cheque Book Management System	✓	✓
Prepare and print up to 50 cheques in one lot	✓	✓
Record Manual Cheques	✓	✓
Excel import for cheque printing	✓	✓
Post dated cheques can be issued	✓	✓
Standard Reporting System	✓	✓
Password Protection	✓	✓
Batch printing	✗	✓

Print EMI cheques	✗	✓
Advanced Query Reports	✗	✓
Print Incomplete Cheques	✗	✓
Multiuser Option	✗	(Optional)

3.2 Multi User Environment

ChequeMan is also available in a multiuser edition, wherein multiple machines connected in LAN can be configured to share the same data. This is done on the basis of the client server architecture in which one machine is server, which stores the data for all the machines, and other machines are clients. Software can be used from both server version and the client version.

Each machine has the provision to setup its printing preferences independently. This also includes setting up of the cheque formats.

Note: One cheque book cannot be used by more than one client machine at any given point of time.

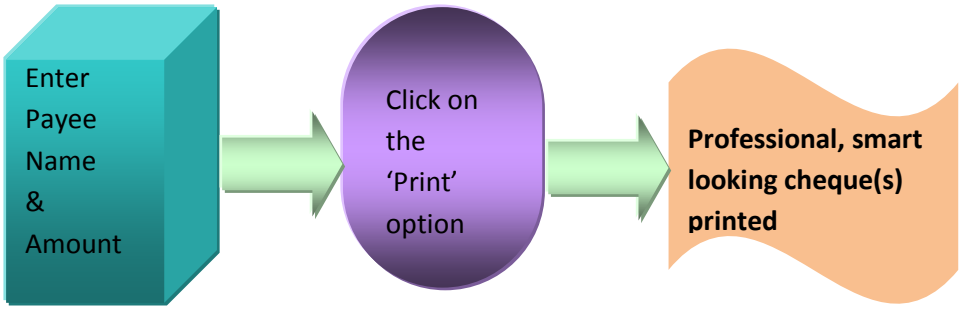
3.1 Cheque Printing – Process Overview

This is the process through which cheques can be printed quickly, smoothly and accurately. It gives the cheque a smart and professional look.

In order to do so, a quick initial setup has to be done. The user has to create the account(s), the desired cheque formats and the cheque books.

Once this is done, the system is ready to print cheques in no time. The user just needs to enter the payee name and amount and click on the print option. Within seconds, the printed cheque is ready for use.

Figure 3-2 Cheque Printing



Screen wise - Initial Setup & Cheque Printing

There are three steps involved in the initial setup of the software. Once this is done, cheque printing is a simple one step process.

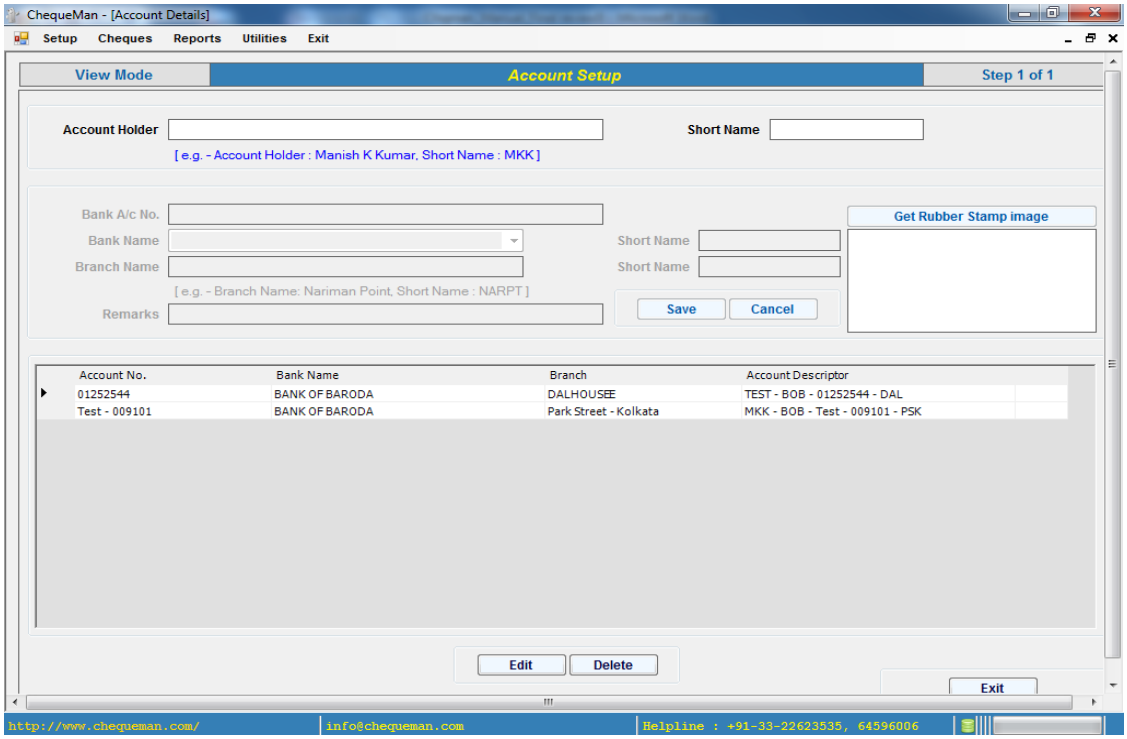
Each step has been explained in brief below:

Note: Each step is explained in details in the subsequent sections.

Initial Setup

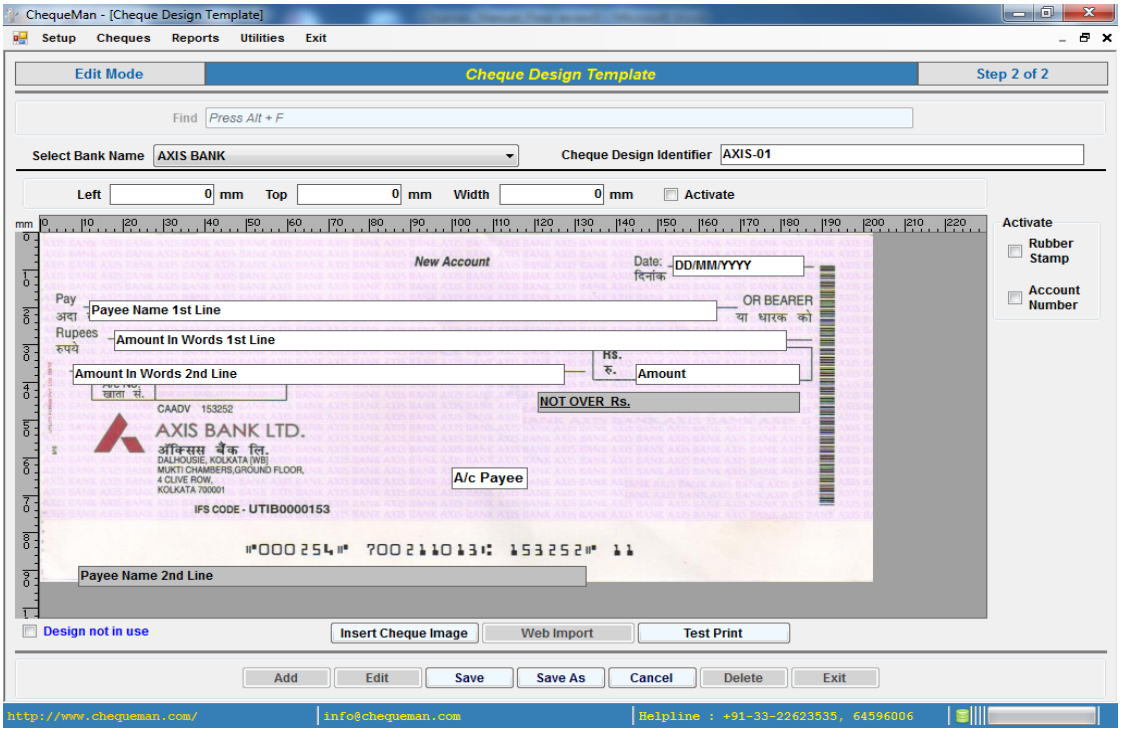
1. In the Account Setup screen the user has to enter the details of the Account Holder along with the corresponding bank accounts. Every account holder should have at least one bank account.

Figure 3-3 Screen wise Initial Setup – Account Setup



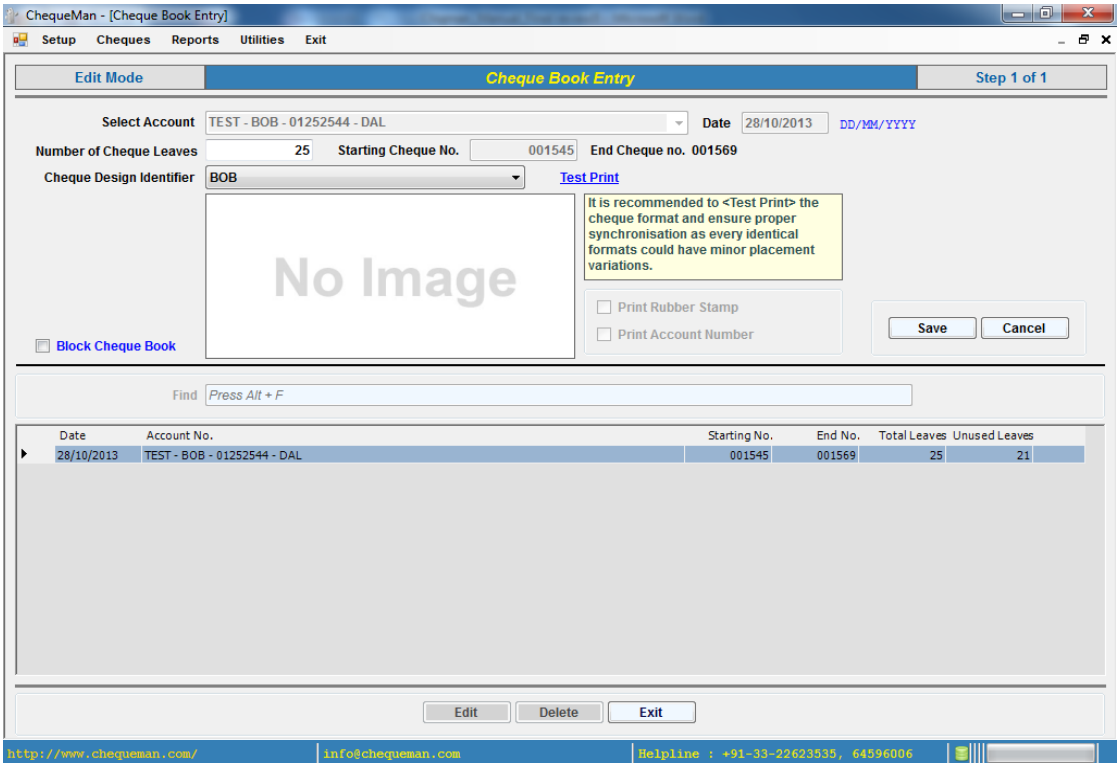
2. The user has to setup the design of the cheque leaf as per the cheque book that has been provided by the bank. This is done through Cheque Design Template.

Figure 3-4 Screen wise Initial Setup – Cheque Design Template



3. The user has to define the Cheque Book, which contains the cheque leaves, before printing of cheques can be started.

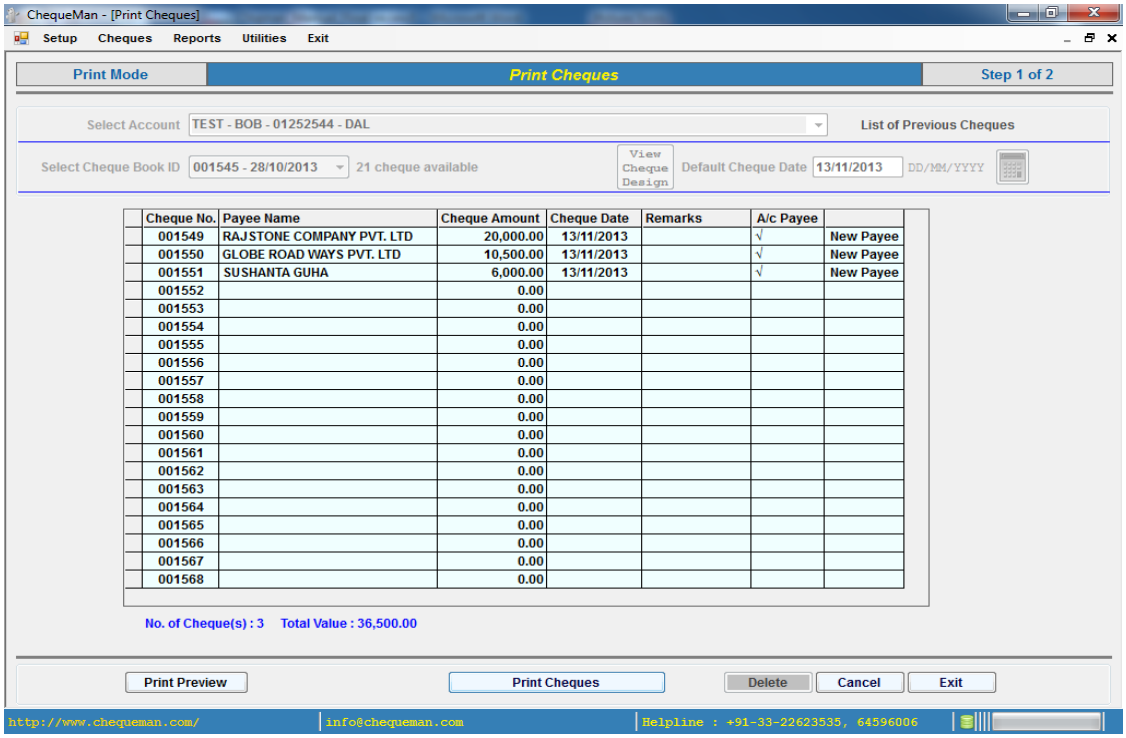
Figure 3-5 Screen wise Initial Setup – Cheque Book



Cheque Printing

1. Once the Cheque Book has been defined and a proper Cheque Design has been assigned to it, the user is now ready to start printing on the cheque leaf.

Figure 3-6 Screen wise Cheque Printing – Cheque Printing



3.2 Getting familiarized with the Action Buttons of CHEQUEMAN

Figure 3-7 Table of Action Buttons

Add	**Enables you to create a new record.**
Save	**Enables you to save data. It could be a new record or a modified record.**
Cancel	**Enables you to reset the screen. The screen is now ready to accept a new entry.**
Edit	**Enables you to modify a record. This is to be clicked after selecting a record for modification purposes.**
Search	**Enables you search records using the search parameter(s). All records will be filtered and only searched records will be displayed.**

Refresh	**Enables you to restore the full list of records.**
Restore	**Enables you to restore the record that has been marked for deletion. This option is available only in Correction Returns.**
Delete	**Enables you to delete a record. This button is to be clicked after selecting a record for deletion purposes.**
Exit	**Enables you to shift the control to the main screen of the software**

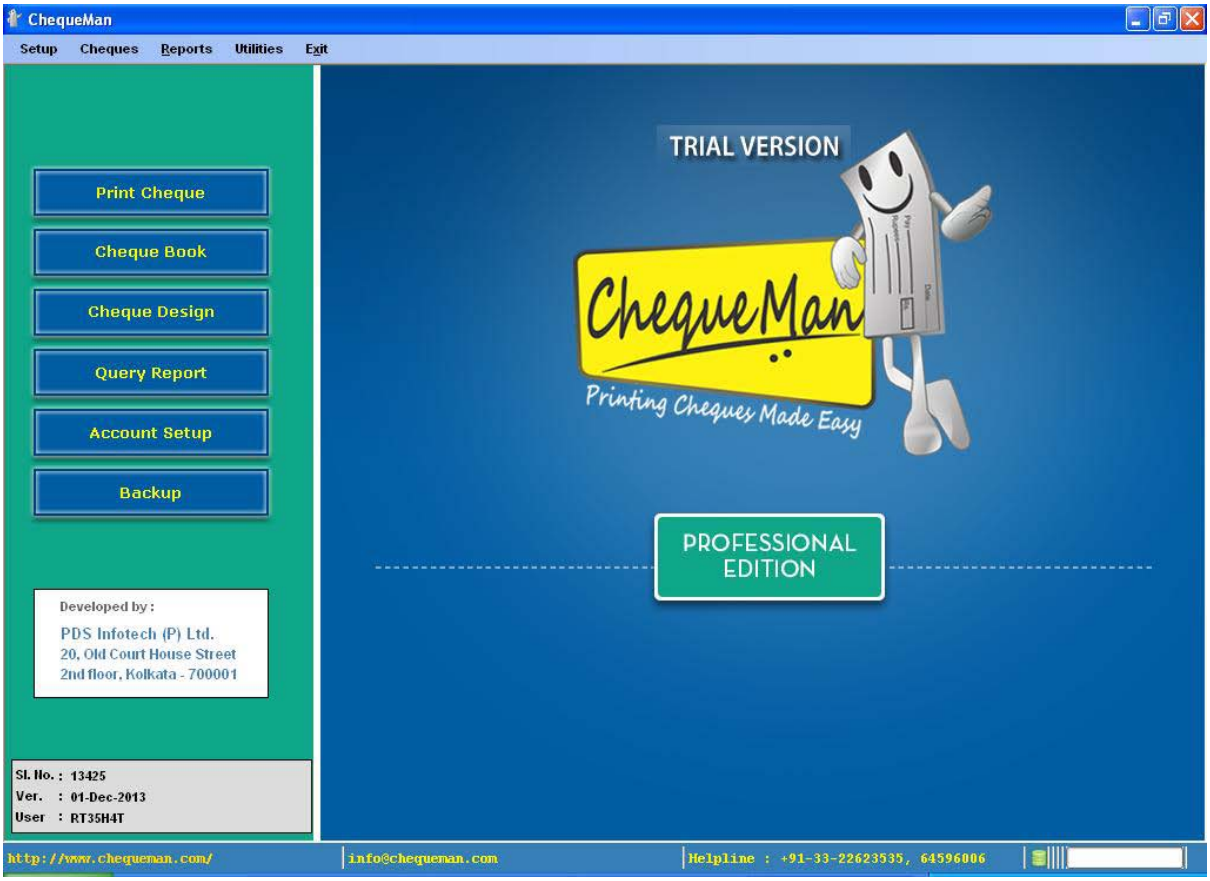
4 Setup

4.1 Defining Account Setup

In Account Setup, all the Account Holders are created along with their corresponding Bank accounts. Every Account Holder should have at least one Bank Account.

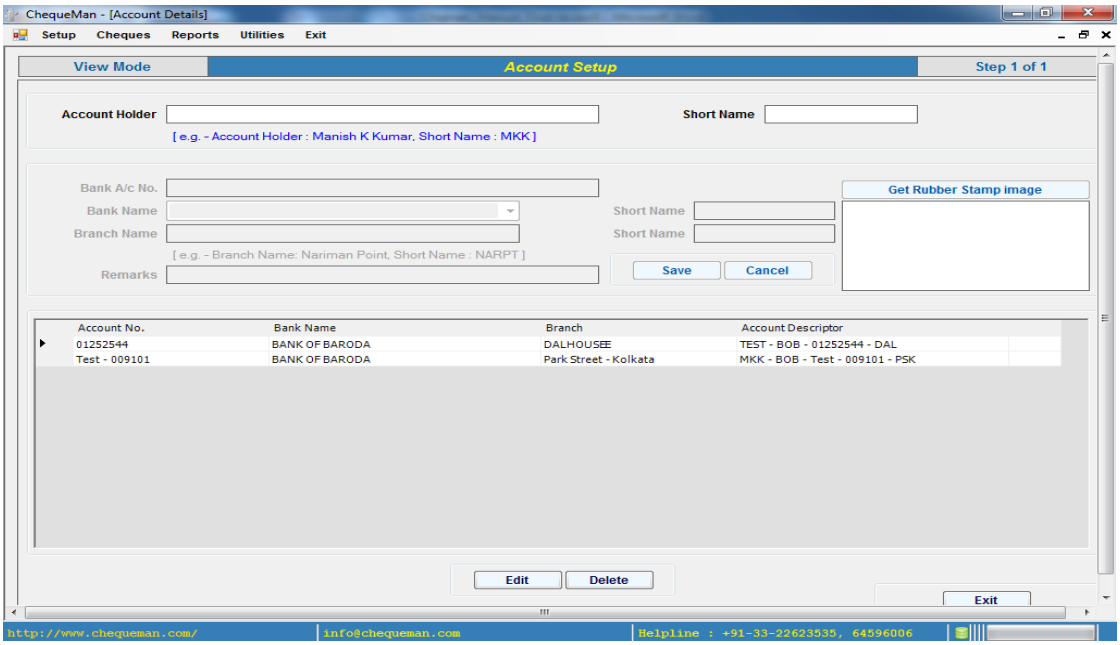
In order to access the Account Setup, click on the 'Account Setup' tab in Fig. 4.1

Figure 4-1 Account Setup –Step1



The following window appears which displays the screen to enter all the details of the Account Holder. All the corresponding bank accounts are entered here.

Figure 4-2 Account Setup –Step2



This screen is divided into 3 broad sections.

The first section at the top accepts the name of Account Holder and the short name for same.
The second section in the middle accepts the Bank Account details of the account holder.
The last section at the bottom is a tabulated box that displays the list of all the banks.

Account Holder (mandatory) : Enter the name of the Account Holder.

Short Name : Enter the short name of the Account Holder.

Bank Account No. : Enter the Bank Account No. Of the Account Holder.

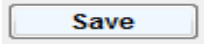
Bank Name : Enter the Bank name of the Account Holder.

Short Name : Enter the short name of the Bank of the Account Holder.

Bank Branch Name : Enter the Bank Branch name of the Account Holder.

Short Name : Enter the short name of the Bank Branch of the Account Holder.

Remarks : Enter Remarks.

Click on the 

button to save the record. The details of the Bank will be displayed in the tabulated box below.

In order to attach another Bank Account to the Account Holder, click on Add Bank Accounts. Enter the bank details as explained above and click on Save

As additional bank accounts will be attached to the account holder, they will be displayed in the tabulated box below.

Modify Record

In order to edit a record, use the mouse to select the entry in the grid that needs to be modified. Either double click on this entry or click on the <Edit> button. The selected entry will be displayed in the upper sections of the screen for modification.

Click on the Save to save the record.

Delete Record

In order to delete a record, use the mouse to select the entry you need to delete. After selecting the record click on <Delete> button, then after seeking your reconfirmation the record will be deleted.

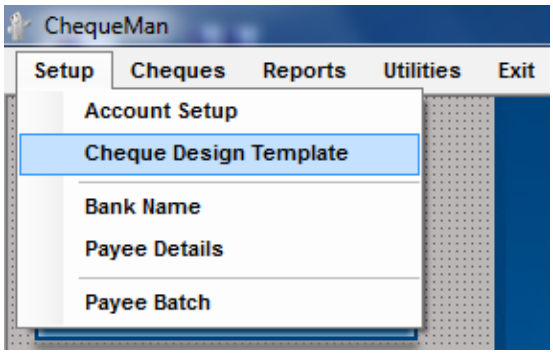
Note: If any cheque has been created for the selected Account Holder / Bank Account, it cannot be deleted.

4.2 Define Cheque Design Template

For Cheque printing it is required to setup the design of the cheque leaves as per the cheque book that has been provided by the bank. This is done through Cheque Design Template.

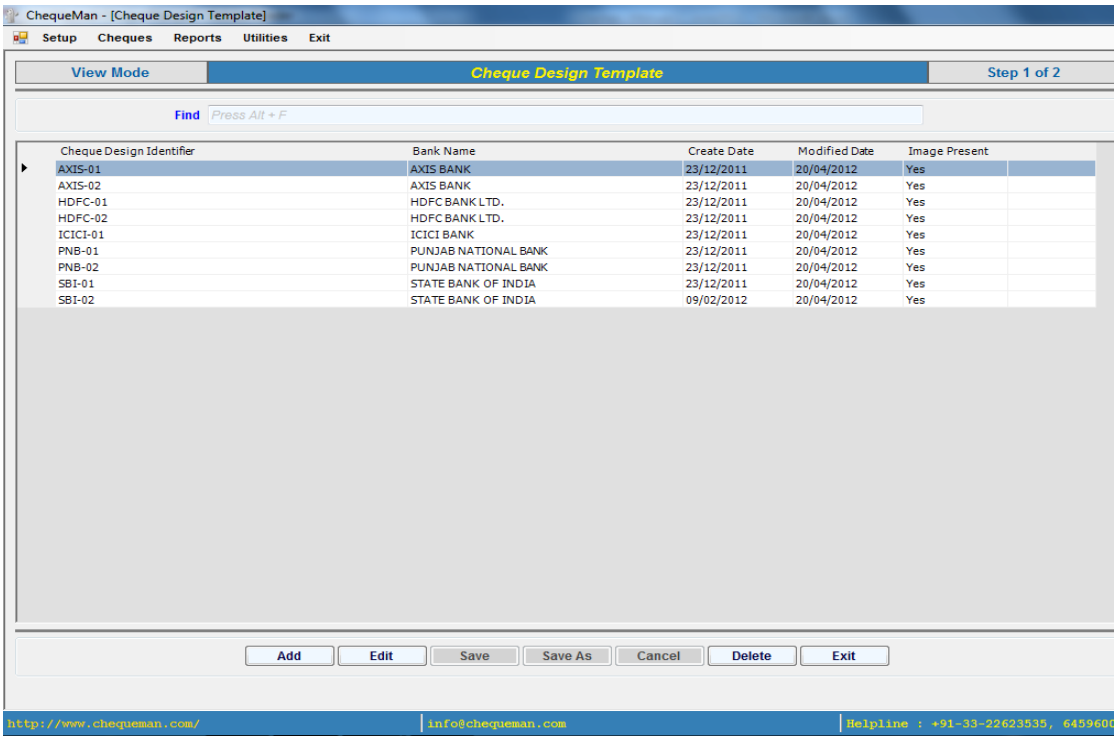
In order to access the Cheque Design Template, click on the 'Cheque Design Template' tab in Fig. 4.1 or Select <Cheque Design Template> from the <Setup> Menu.

Figure 4-3 Cheque Design Template –Step1



The following screen will be displayed:

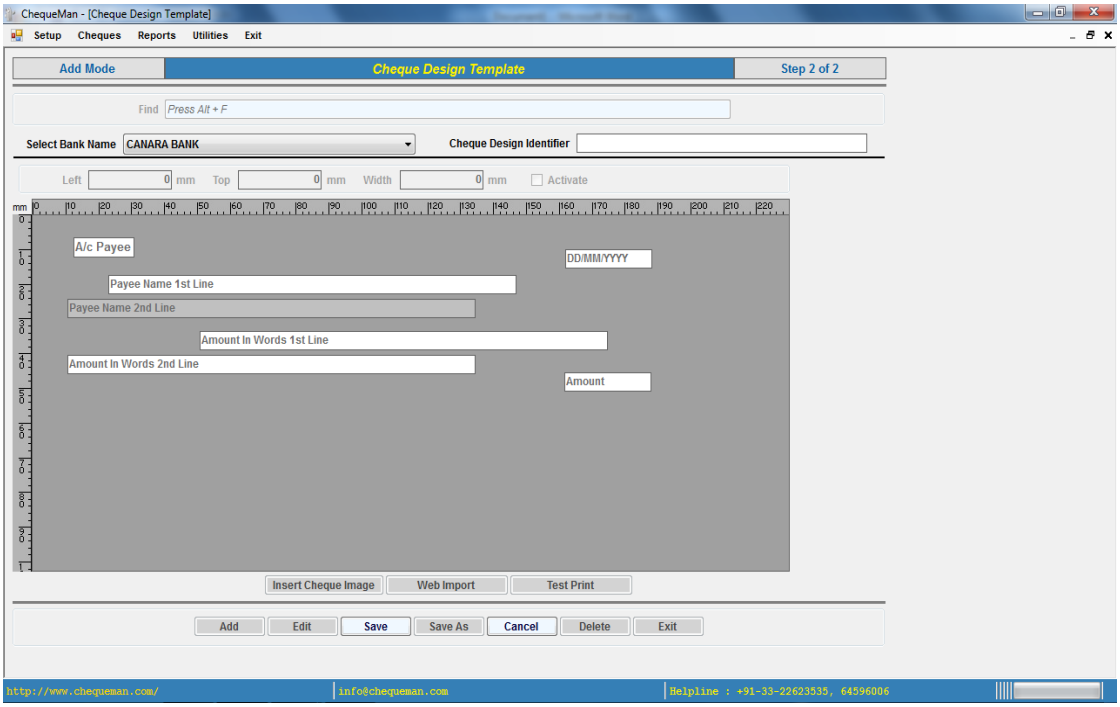
Figure 4-4 Cheque Design Template –Step2



A list of all the existing Cheque Design Templates that have already been created will be displayed in a tabulated box. It may also contain some of the pre-created formats of a few banks.

In order to create a new cheque template, click on the 'add' button displayed below.

Figure 4-5 Cheque Design Template –Step3



The following field have to be entered:

Select Bank Name (Mandatory) **:** Select the Bank from the drop down box.

Cheque Design Identifier (Mandatory): Enter an appropriate name for this cheque.

Note: The Identifier is for your reference and can be a short abbreviation for convenience in understanding and remembering.

The middle part enclosed between two measuring rulers is the place where the cheque template is designed. The printing components, in a cheque, are as follows:

- Date
- Payee (Line 1)
- Payee (Line 2) – Optional – as many formats does have this provision
- Amount in words (Line 1)
- Amount in words (Line 2)
- Amount in figures
- A/c Payee symbol

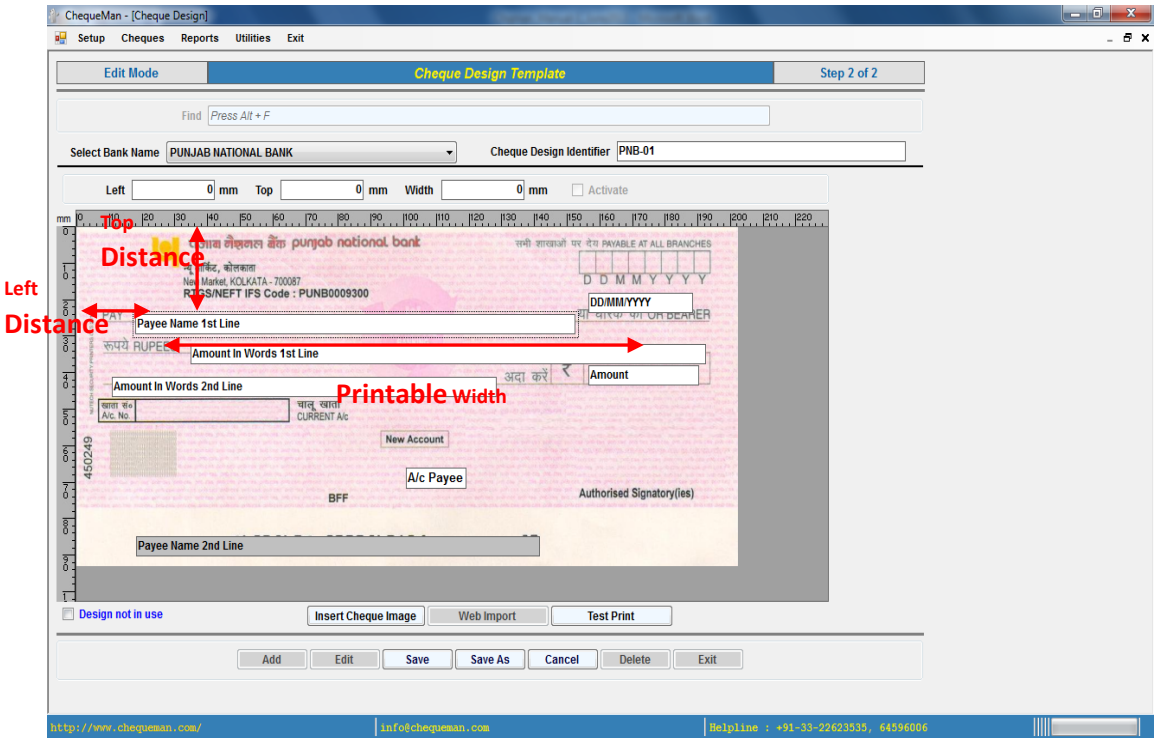
The design of the cheque can be setup in three methods:

Option 1

In order to setup the design of a cheque, measurements of each printable component of the cheque (as explained above), can be setup individually.

For each printable component on the cheque, measure its distance from the top of the cheque and from the left edge of the cheque and measure its width. These measurements have to be in millimeters (mm). Example to find out the measurements of the component 'Payee Name 1st Line' is shown below:

Figure 4-6 Cheque Design Template –Step4



Select the printable component, Payee in this example, by clicking on it. Enter the measured distances in the slots labelled as Top, Left & Width and accordingly it will move and set itself at the desired place.

You may also drag & drop the printable component at the desired location. For altering the width, one can also use the mouse; the same is done by dragging the small square present on the sides of the component.

Note: Measurement of each printable component of the cheque has to be defined separately.

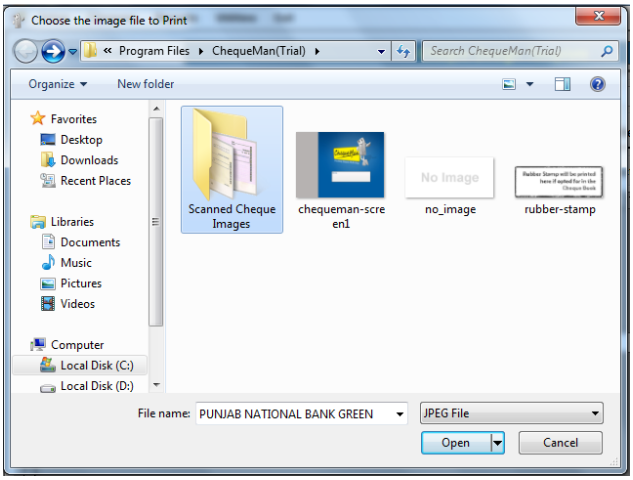
After designing each printable component of the cheque, save the template by clicking on the button 'Save'.

Option 2

To simplify the process of measuring as explained in Option 1, one can insert the scanned image of the Cheque into the template using the Insert Cheque Image button.

Select the scanned image file of the cheque from your computer as shown below:

Figure 4-7 Cheque Design Template –Step5



Click on the 'Open' button. Once the image is placed, the printing components can be dragged and dropped in alignment with the cheque. The printing width can also be accordingly adjusted (as explained in option1) as per the image.

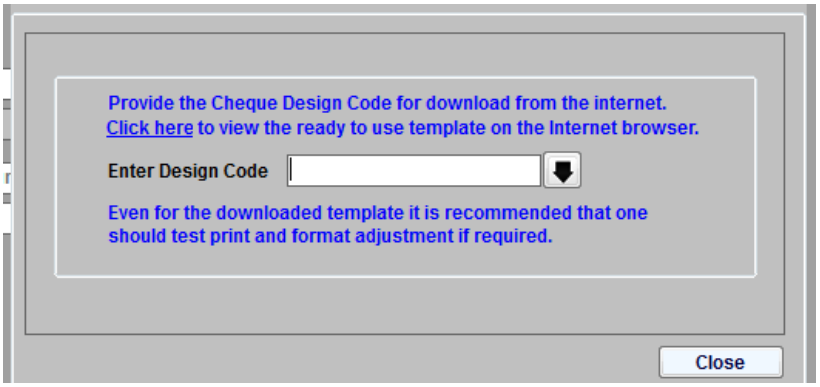
Note: Care should be taken that before importing the scanned image all the unused spaces in the sides of the cheque should be cropped.

Option 3

For the convenience of ChequeMan users, a library of pre-designed templates has been uploaded on internet (web) platform. In case the format desired is available on the web, one can directly import the design template by providing the Design Code after clicking Web Import

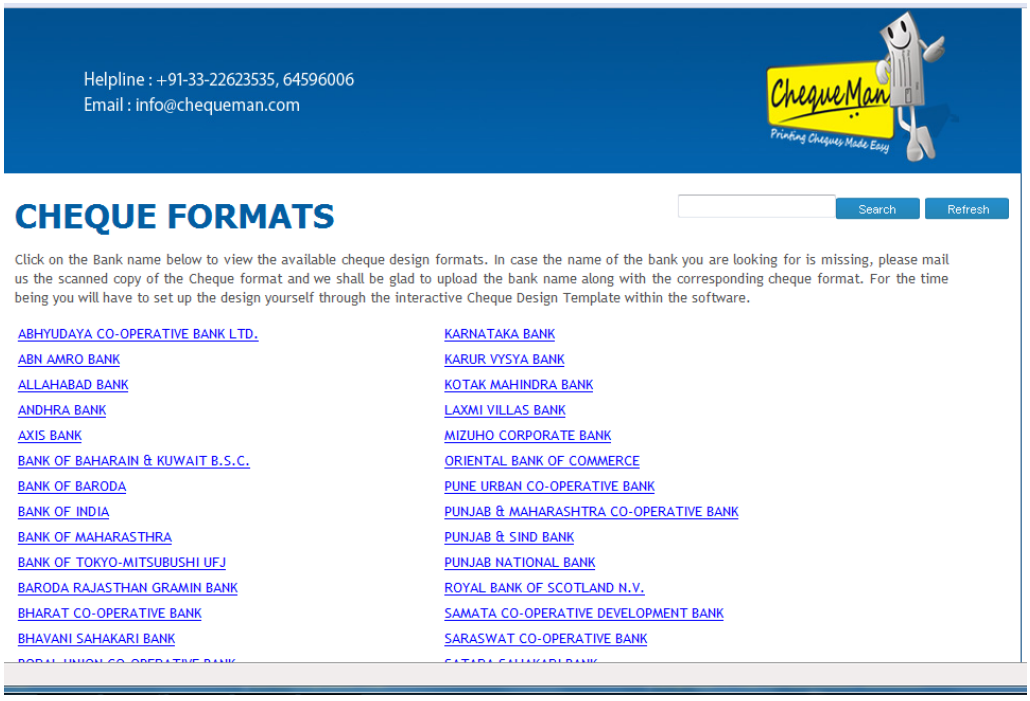
This option is enabled only in the presence of the internet connection. A link is provided to view the available formats on the web. Click on 'Click here' to view the webpage:

Figure 4-8 Cheque Design Template –Step6


Provide the Cheque Design Code for download from the internet.
Click here to view the ready to use template on the Internet browser.
Enter Design Code
Even for the downloaded template it is recommended that one should test print and format adjustment if required.
Close

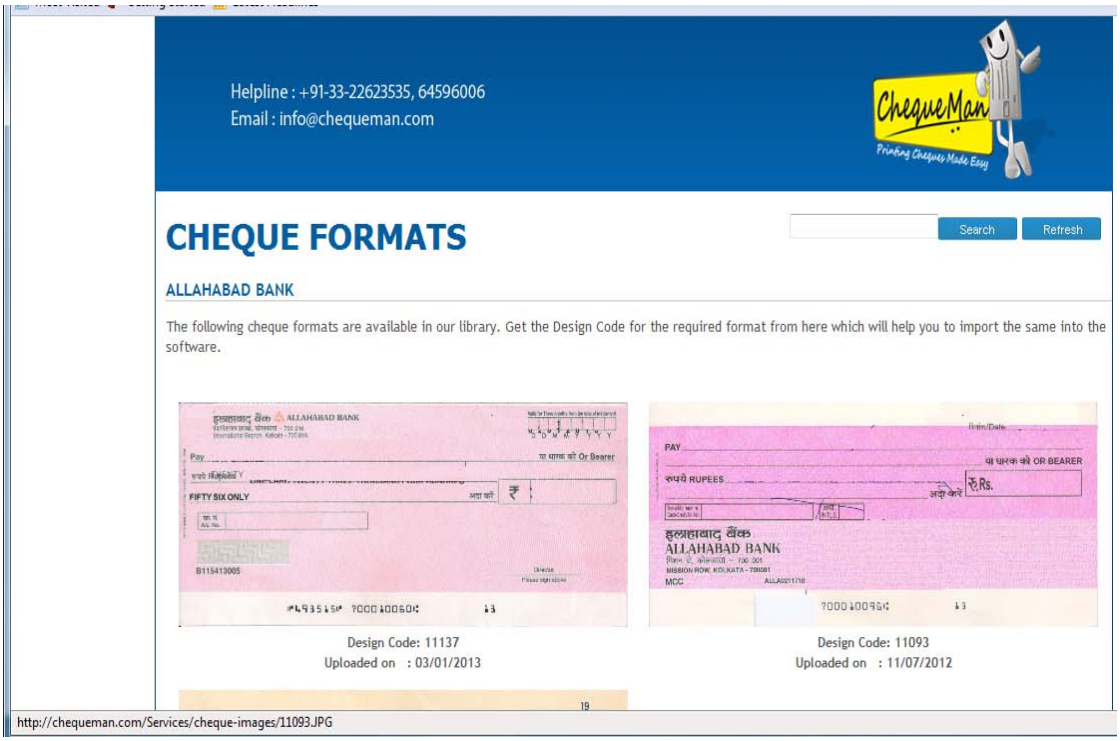
The following window will appear, displaying the list of all the bank names available in the software library.

Figure 4-9 Cheque Design Template –Step7


Helpline : +91-33-22623535, 64596006
Email : info@chequeman.com
ChequeMan
Printing Cheques Made Easy
CHEQUE FORMATS
Search
Refresh
Click on the Bank name below to view the available cheque design formats. In case the name of the bank you are looking for is missing, please mail us the scanned copy of the Cheque format and we shall be glad to upload the bank name along with the corresponding cheque format. For the time being you will have to set up the design yourself through the interactive Cheque Design Template within the software.
ABHYUDAYA CO-OPERATIVE BANK LTD.
ABN AMRO BANK
ALLAHABAD BANK
ANDHRA BANK
AXIS BANK
BANK OF BAHARAIN & KUWAIT B.S.C.
BANK OF BARODA
BANK OF INDIA
BANK OF MAHARASTHRA
BANK OF TOKYO-MITSUBUSHI UFJ
BARODA RAJASTHAN GRAMIN BANK
BHARAT CO-OPERATIVE BANK
BHAVANI SAHAKARI BANK
KARNATAKA BANK
KARUR VYSYA BANK
KOTAK MAHINDRA BANK
LAXMI VILLAS BANK
MIZUHO CORPORATE BANK
ORIENTAL BANK OF COMMERCE
PUNE URBAN CO-OPERATIVE BANK
PUNJAB & MAHARASHTRA CO-OPERATIVE BANK
PUNJAB & SIND BANK
PUNJAB NATIONAL BANK
ROYAL BANK OF SCOTLAND N.V.
SAMATA CO-OPERATIVE DEVELOPMENT BANK
SARASWAT CO-OPERATIVE BANK

Click on your bank in the above page, to display all the available cheque formats for this bank. Every cheque format is provided with a design code, as shown below:

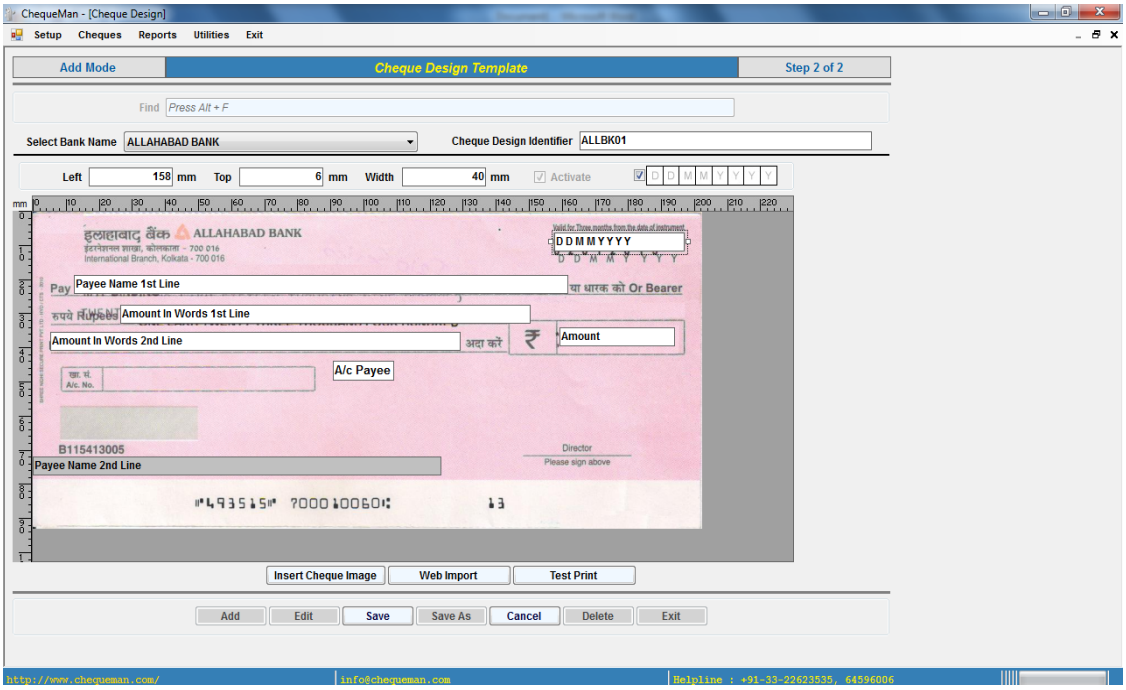
Figure 4-10 Cheque Design Template –Step8


Helpline : +91-33-22623535, 64596006
Email : info@chequeman.com
ChequeMan
Printing Cheques Made Easy
CHEQUE FORMATS
Search
Refresh
ALLAHABAD BANK
The following cheque formats are available in our library. Get the Design Code for the required format from here which will help you to import the same into the software.
Design Code: 11137
Uploaded on : 03/01/2013
Design Code: 11093
Uploaded on : 11/07/2012
http://chequeman.com/Services/cheque-images/11093.JPG

Note the design code of the desired template from the above page, specify the Design Code in the software and click on to import the design.

It may take up to a couple of minutes for the process, depending on the connectivity speed. Once imported, the cheque image with pre-arranged printing components will be displayed on the screen as displayed below:

Figure 4-11 Cheque Design Template –Step10



After completing the designing part, click on the

button to print a sample of the template for previewing and testing the format adjustments.

Once done click on the <Save> button. The saved entry will be displayed on the grid.

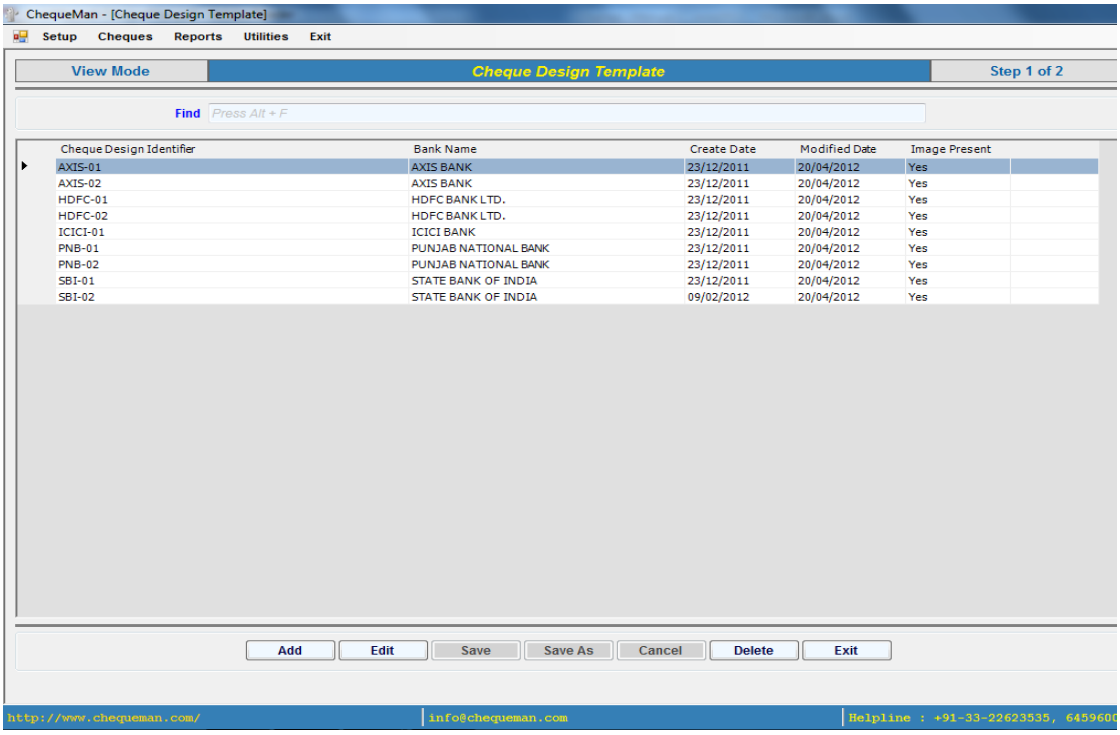
Note: It is recommended that you should keep some blank paper that is cut in the size of the cheque leaf for the testing purpose. A few of such blank paper have been provided for testing purposes (with Licensed Version).

Owing to many factors, there could be some discrepancies, which one will have to correct by adjusting the placement of the printing components.

Modify an Existing Design

From the main grid, double click on the design that needs to be edited. One may also select the design on the grid and click on 'Edit' button.

Figure 4-12 Cheque Design Template –Modify



The design will be displayed with its current settings (including the Cheque image, if inserted earlier). One can make necessary modifications and 'Save'.

After making the modifications, if one desires, this changed design can be saved in a different 'Cheque Design Identifier' through the 'Save As' option. By doing so, the earlier design is not disturbed and a new design will be created with minimal effort. This is very useful when minor changes takes place in the format. The earlier format remains intact for the cheque leaves printed earlier and the modified format can be used to print newly received cheque leaves.

Deleting an Existing Design

Designs can be deleted from the main grid by selecting and clicking on the 'Delete' button. After seeking your confirmation it will go ahead and delete.

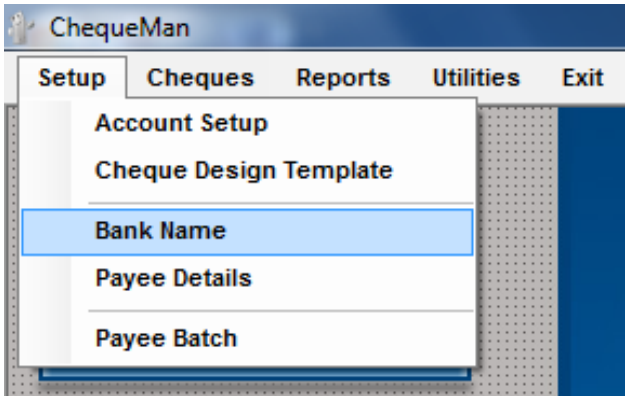
Note: Deletion is only possible if the selected design template has not been attached to any Cheque Book. In other words only unused design template can be deleted.

4.3 Bank Name

The bank names that are attached to the Account holders have to be entered in the Bank Name option of the Setup menu. The popular Indian Banks have been pre-entered for the user's convenience

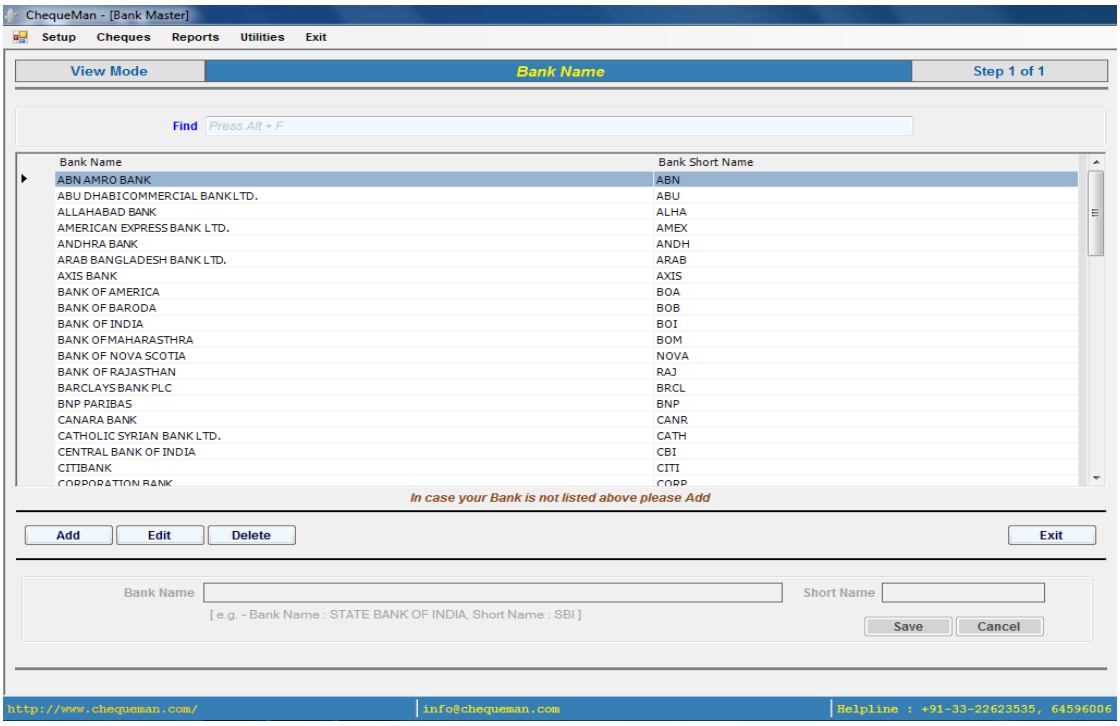
In order to access Bank Name, click on the Bank Name option of the Setup Menu.

Figure 4-13 Bank Name – Step1



The following screen will be displayed:

Figure 4-14 Bank Name – Step2



The data window with list of Bank Names already available in the system will be displayed. To enter a new Bank name, click on the 'Add' Button. The lower part of the window will become active. Enter the following details:

Bank Name (mandatory) : Enter Bank Name.

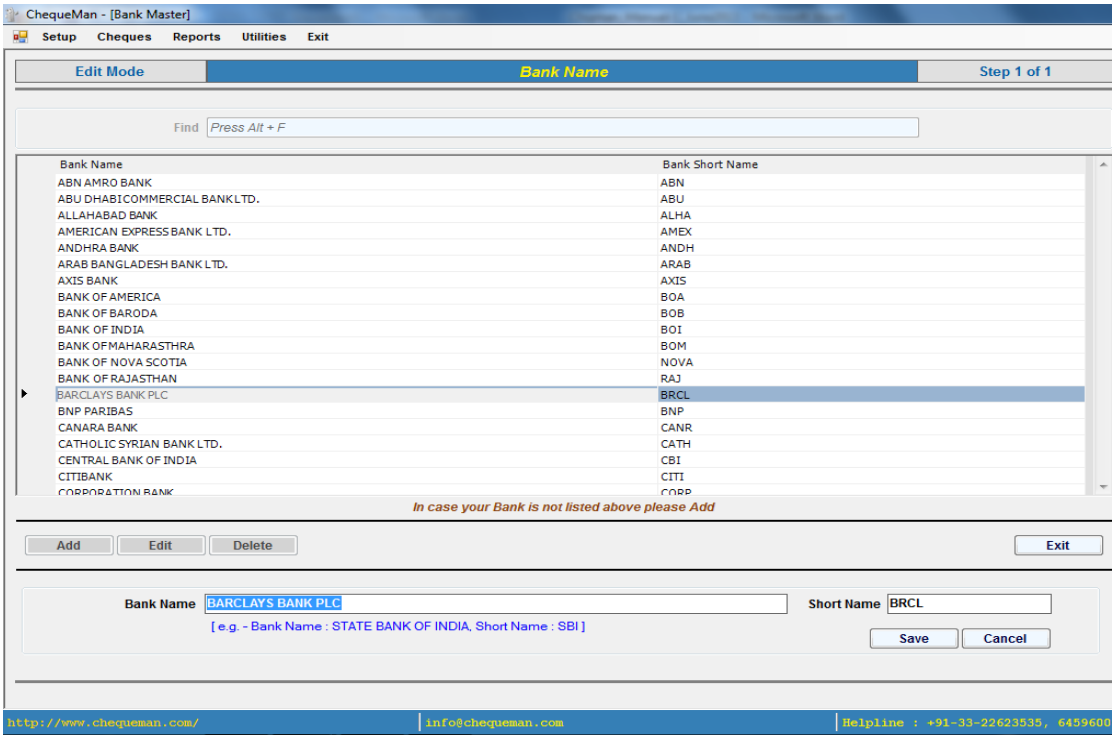
Short Name (mandatory): Enter Short name for the bank. Short names are provided for easy identification of banks.

After the data is entered, click on the 'Save' button.

Modify Bank Name

In order to modify the Bank Name select the bank name that needs to be modified by either double clicking on it or clicking the edit button after selecting that record from the grid. The bank name and the short name will be displayed on the lower part of the screen for modification, as shown below:

Figure 4-15 Bank Name –Modify



Make the necessary changes and click on the 'Save' button.

Delete Bank Name

In order to delete the Bank Name select the bank name that you want to delete and click on the delete button.

Note: Only those Banks that have not been used anywhere in the system can be deleted.

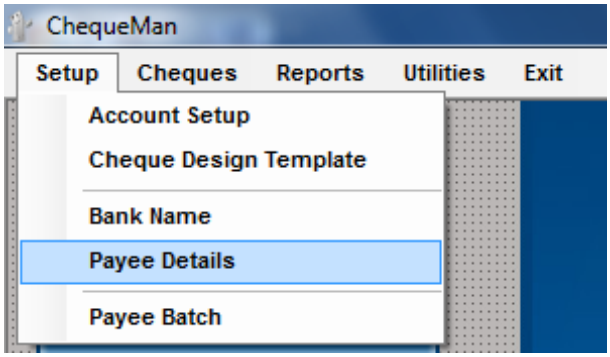
4.4 Payee Details

The Payees are the ones to whom the cheques will be issued. The payee 'SELF' and 'YOURSELF' is already created. Once the payees created, it saves you the trouble of typing the full name of the payee while issuing a cheque. The drop down allows selection of the payee name based on initially typed text.

Note: The data in this module automatically gets updated from all places where Payee name is to be provided whenever it encounters a new name.

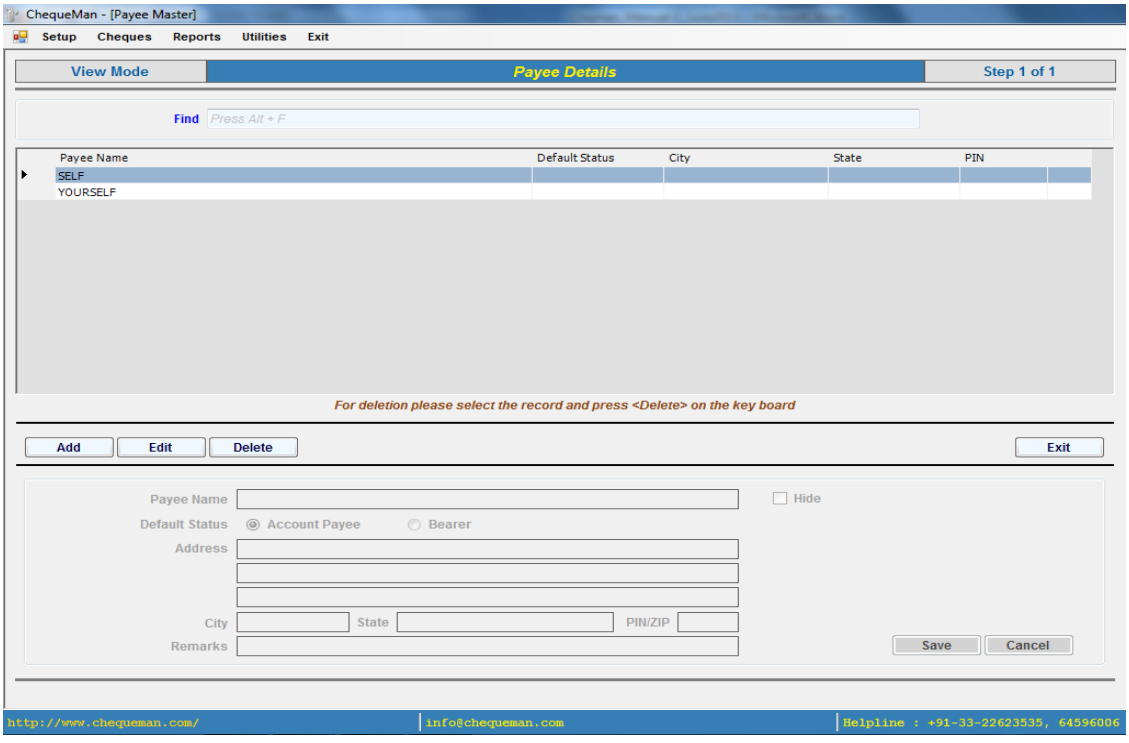
In order to access 'Payee Details' select <Payee Details> from the <Setup> Menu

Figure 4-16 Payee Details- Step1



The following screen will be displayed:

Figure 4-17 Payee Details- Step2



The data window with list of Payees already available in the system will be displayed. To enter a new Payee, click on the 'Add' Button. The lower part of the window will become active. Enter the following details:

Payee Name (mandatory) : Enter the Payee Name.

Default status (mandatory) : By default the Payees are marked as 'Account Payee' – which implies that when cheques are printed in their favor, it would be as Account Payee. However the option to define the default status as 'bearer' is also available.

Address : Enter the address of the Payee.

City : Enter the city name of the Payee.

State : Enter the state name of the Payee.

PIN/ZIP : Enter the PIN/ZIP code of the Payee.

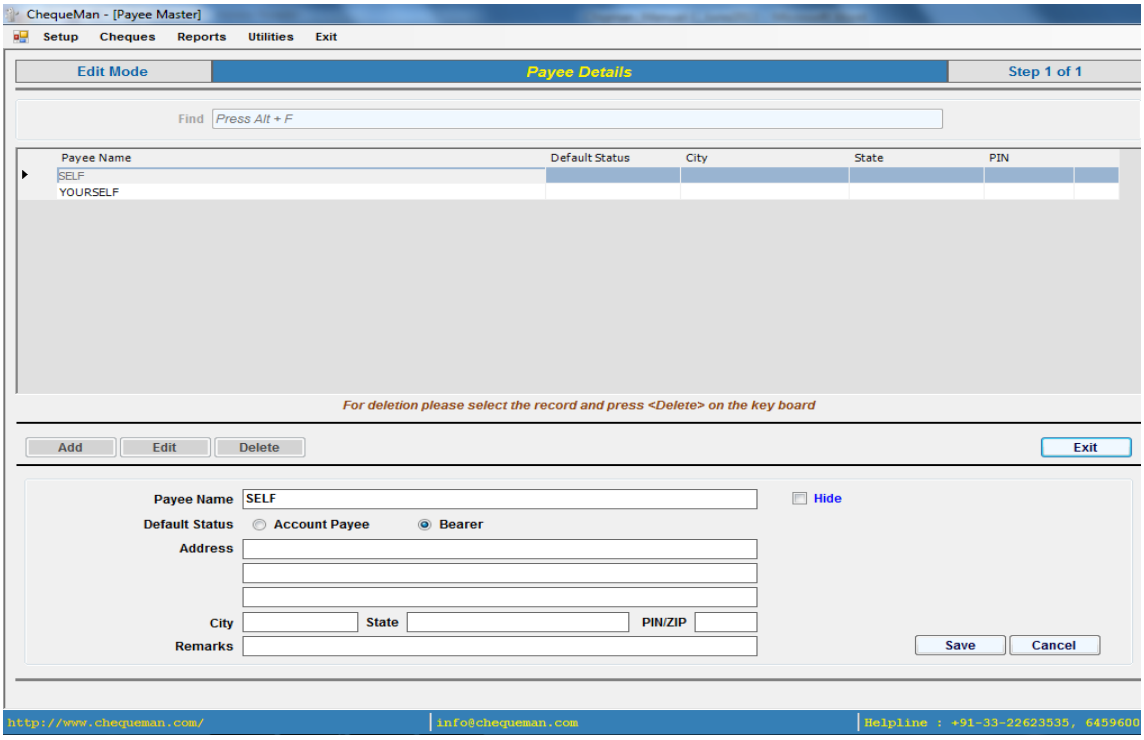
Remarks : Enter Remarks.

After entering the details click on the 'Save' button.

Modify Payee Details

In order to modify the Payee Details, select the Payee that needs to be modified and either double click on it or click on the edit button. The Payee details will be displayed on the lower part of the screen for modification, as shown below:

Figure 4-18 Payee Details- Modify



Make the necessary changes and click on the 'Save' button.

Note: In the Edit mode, one can 'Hide' the Payees which were wrongly created or are not required any more.

Delete Payee Details

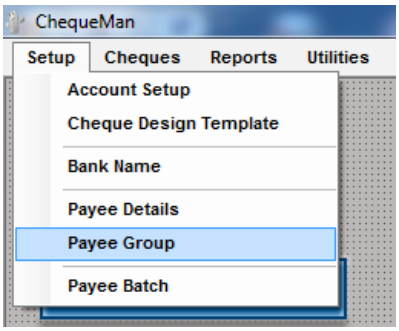
In order to delete the Payee Details, select the Payee that needs to be deleted and then click on the delete button.

Note: Only those Payees that have not been used anywhere in the system can be deleted.

4.5 Payee Group

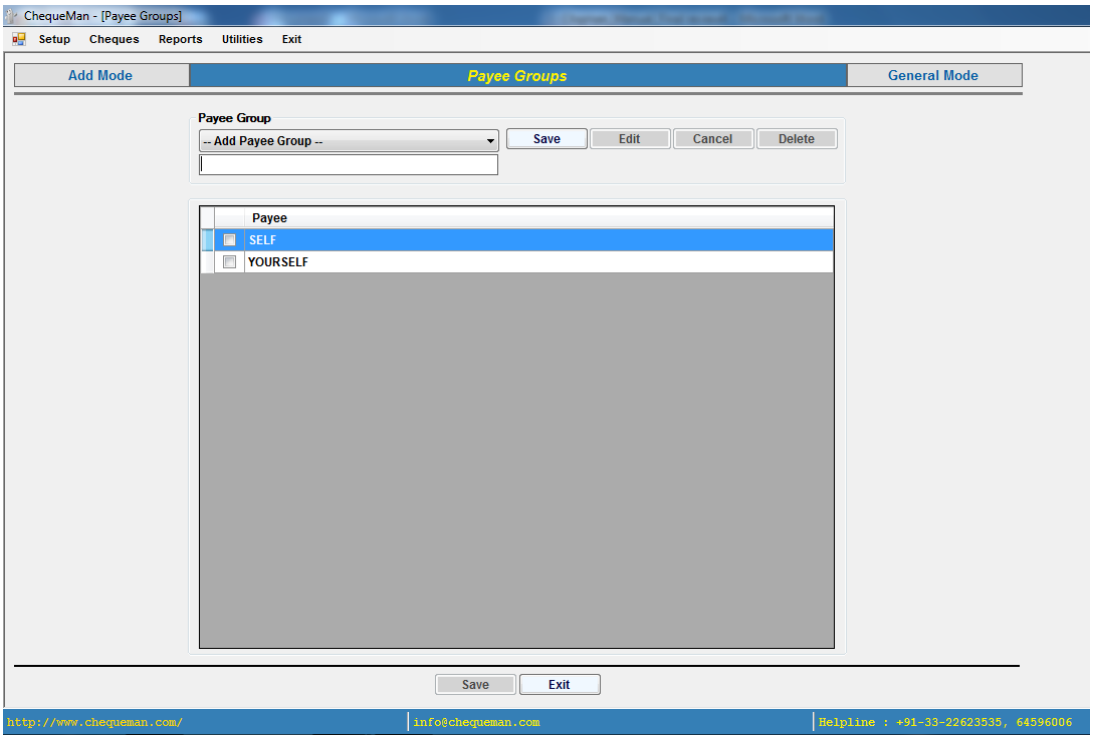
This module provides the facility to attach multiple payees into a group. This is done for reporting purpose. In order to create a Payee Group, select the <Payee Group> from the <Setup> Menu.

Figure 4-20 Payee Group – Step 1



The following screen will be displayed:

Figure 4-19 Payee Group – Step 2

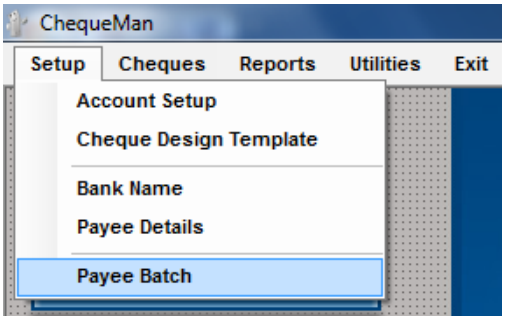


Click at 'Add Payee Group'. Enter the name of the Payee Group that has to be created. Click on 'Save' button.

4.6 Payee Batch

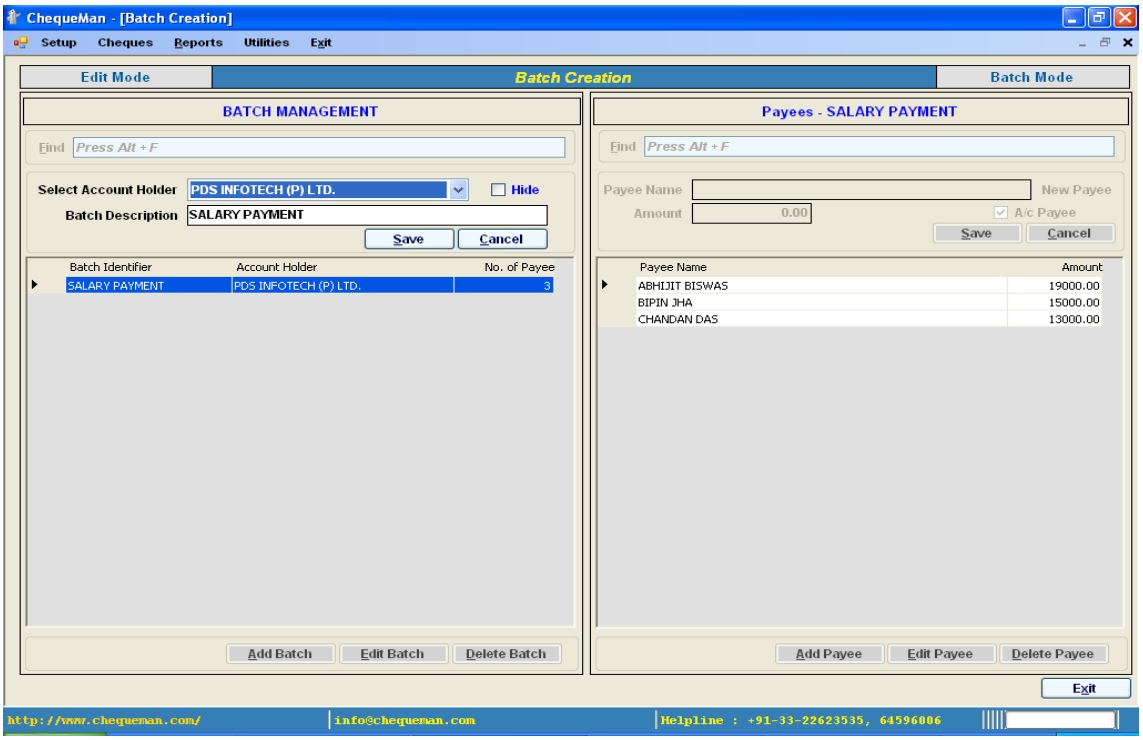
One can create payee batches in order to print cheques in bulk. In order to create such Payee Batches, select <Payee Batch> from the <Setup> Menu

Figure 4-22 Payee Batch – Step1



The following screen will be displayed:

Figure 4-203 Payee Batch – Step2



The data window displayed above is broadly divided into two sections – Batch Management and Payee Details. The list of batches of the Account holder is maintained on the left section of the screen under Batch Management and the corresponding payee details of each batch on the right section of the screen under Payee Details.

The above data window displays the list of available batches in the Batch Management section and the corresponding payee details for each batch under the Payee Details section.

In order to create a new batch, click on 'Add Batch' button. Enter the following details:

Select Account Holder(mandatory): Enter the name of the Account Holder for whom the batch has to be created.

Batch Description (mandatory) : Enter the description of the batch.

Click on 'Save' button under the Batch Management section to save the information entered. Now to add the list of payees for whom the batch was created, click on the Batch description in the list of Batches displayed and then click on 'Add Payee' on the right section of the screen under Payee Details. Enter the following details:

Payee Name (mandatory): Enter the name of the Payee against whom the cheque will be issued.

Amount (mandatory) : Enter the amount for that Payee.

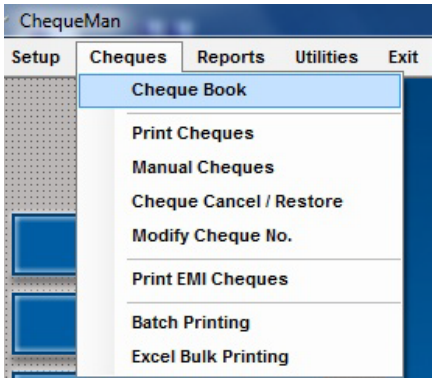
Note: To enter the name of a new payee, which does not exist in the Payee list, click on 'New Payee' and enter the Payee Name.

5 Cheques

5.1 Cheque Book

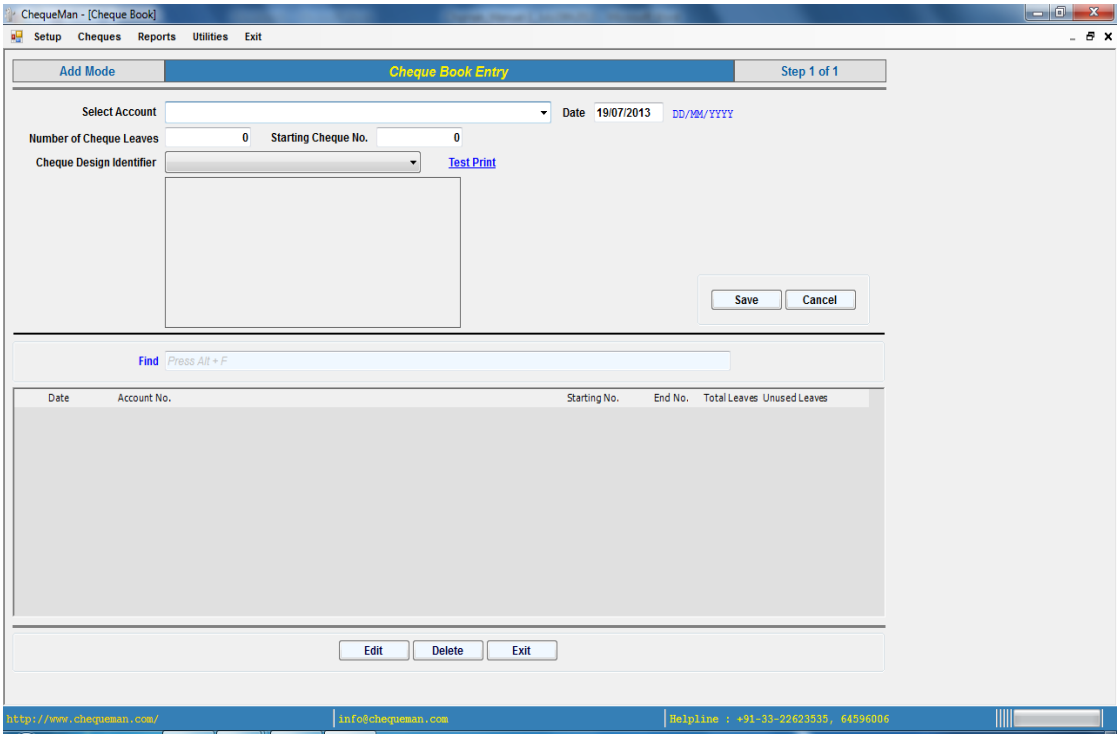
A Cheque Book, containing cheque leaves, needs to be defined before printing of cheques can be started. In order to define a new cheque book select 'Cheque Book' from the 'Cheques' Menu as shown below:

Figure 5-1 Cheque Book – Step1



The following screen will get the displayed:

Figure 5-2 Cheque Book – Step2



The above screen is divided into 2 broad sections.

The first section comprises of the upper half of the screen where new cheques can be defined/added.
The second section comprises of the lower half of the screen where the entire cheque book, as defined in the system, are listed in the form of a grid.

Explanation of the buttons on the bottom of the Screen is as follows:

Edit : To modify any record displayed in the grid, click on this button.

Delete : To delete any record displayed in the grid, click on this button.

Exit : To shift the control to the main screen of the software, click on this button.

Create New Cheque Book

In order to create a new Cheque Book, enter the following data in the above screen:

Select Account (mandatory) : Select the Account Number under which the cheque book will be created.

Date (mandatory) : Enter the date on which the cheque book was created. By default the current is displayed.

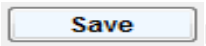
Number of leaves(mandatory) : Enter the number of leaves in the cheque book.

Starting Cheque No. (mandatory): Enter the starting cheque no. The system will determine all the available cheque Nos. in the cheque Book.

Cheque Design Identifier : Assign a cheque design identifier to this cheque book. This will determine the format in which the cheque parameters will be printed on the leaves of this cheque book.

This can be defined later, but till such time only manually issued cheques will be permitted to be recorded against this Cheque Book.

Test Print: Click on 'Test Print' to check the format of the cheque design assigned.

Click on the 

button and a new cheque book will be created. As new cheque books are created they will get displayed in the lower half of the screen and the list will keep on increasing.

Modify Cheque Book

In order to modify a cheque book, select the cheque book from the list in the lower half of the screen; use the mouse to select the entry you need to modify. Either double click on this entry or click on the

button.

The selected entry will be displayed in the upper half of the screen which can now be modified and saved again.

Block Cheque Book:

This option has been provided to block printing of cheques for a particular cheque book. If this option is checked, then no cheque from this cheque book will be printed. This option is useful for flagging of old cheque books which still contains cheque leaves but cannot to be used.

Delete Cheque Book

In order to delete a cheque book, use the mouse to select the entry you want to delete and click on the

button.

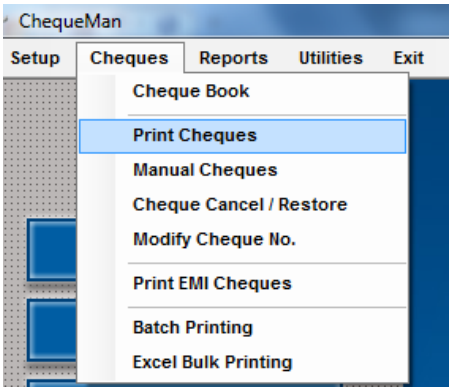
After seeking your reconfirmation the record will be deleted.

Note: It should be noted that the Cheque Books from which cheques have already been issued, cannot be deleted.

5.2 Print Cheques

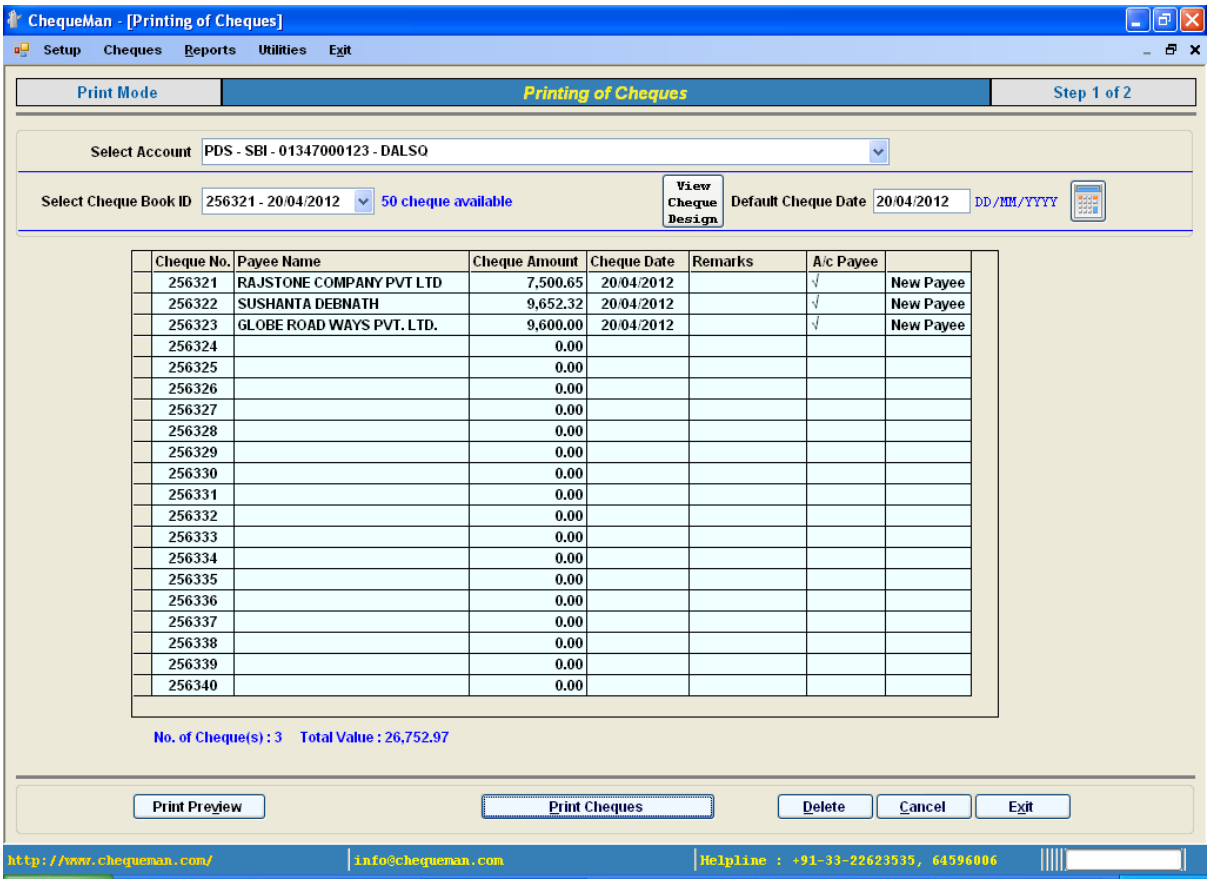
Once the Cheque Book is defined and a proper Cheque Design is assigned to it, you can start the printing on the cheque leaves. Select 'Print Cheques' from the 'Cheques' Menu.

Figure 5-3 Print Cheques – Step1



The following screen will be displayed:

Figure 5-4 Print Cheques – Step2



In order to print cheques, select the Account and the Cheque Book ID (this is identified as the starting Cheque No. and the date of receipt of the Cheque Book) against which the cheques will be printed.

The Default Date for Cheques is taken in as the current date which can be modified.

A list of cheques available in the cheque book is displayed in the form of a grid as shown above.

The number of rows in the grid is limited to the least of the following:

- available number of cheque leaves on the cheque book
- total number of grid rows as set up in the menu Utilities under Preferences

All the details of the cheques which will be printed have to be provided here. This grid contains the following columns:

Cheque No. : The Cheque No. is already displayed. It is recommended to physically verify this with the cheque leaf before proceeding further.

Payee Name : Enter the name of the Payee. In case cheque has been previously issued to a Payee, the name of the payee will appear in the help box as you start typing the Payee Name. For a new payee, you will have to type the entire name.

Note: All Payee Names entered will get updated in Payee Details and can be viewed under menu option Setup – Payee Details.

Cheque Amount : Enter the Cheque amount here. As a security measure one can enter this amount twice to avoid errors, this can be set up through the menu option Utilities – Preferences.

Cheque Date : This is the default date value as specified above the grid. The cursor does not wait here. In case you want to change the date, take the cursor on the cell and click to make changes.

Remarks : This field is optional to record any remarks against the cheque for future reference.

A/c Payee : This is the Account Payee flag which, if checked, will be printed on the cheque. In case you wish to remove this, click on the cell and remove it. Whenever a new Payee is created it is assumed that it is 'Account Payee'. In case you wish to permanently remove this status for a Payee, it can be done from the menu option Setup – Payee Details.

<Blank Column> : Whenever a new Payee is issued the cheque this column displays 'New Payee' for your reference.

Enter information for all the cheques that needs to be printed using the rows in the grid. Once done, you are now all set to print the cheques.

Other Features & Options

List of Previous Cheques

To view all the cheques which have been issued previously from this account, click on this option.

View Cheque Design

To ensure that the correct design has been mapped to the Cheque Book, click on this option. There is an option to test print the format to check out the print parameters.

Calculator

In case for any help in arithmetical calculations, click on the icon

Totals

The total amount of all the cheques populated in the grid is displayed at the bottom of the grid for reference and verification.

The bottom of the screen has the following buttons:

Print Preview : To preview the cheque details that have been super-imposed on the scanned cheque image, click on this option. It gives a fair idea as to how the printed cheque will appear. However, it should be noted that minor difference is possible. The display window has scroll buttons to view cheques one by one with options to move to first or the last cheque.

Print Cheques : Place the Cheque leaves on the printer in the correct order and direction, and then click on this button. After confirming in the subsequent dialogue box, the cheques are printed.

Delete : Select the row on the grid where cheque data has been inserted. Click on 'Delete' option and the details of the selected cheque will be removed from that row on the grid.

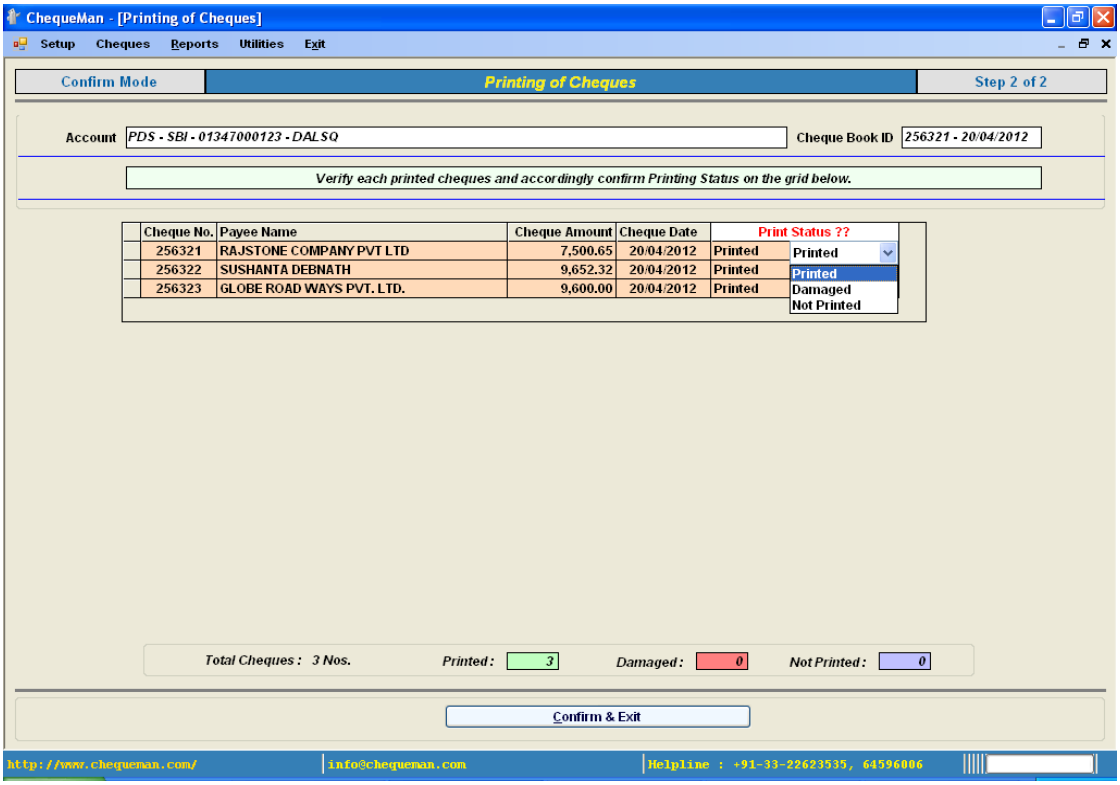
Cancel : After selecting information on the header, the information on the grid is displayed pertaining to the selected Cheque Book. The header information cannot be altered once the grid is displayed. Click on 'Cancel' which will again allow you to again select the Account, Cheque Book, etc. In case of change in the Cheque Book, the system allows to carry forward the data in the grid (if any) to the grid for the new Cheque Book.

Exit : The control is shifted to the main screen of the software.

Verification & Confirmation of Proper Printing of Cheques

After the 'Print Cheque' command is given, subsequently, in the next interface screen a grid appears containing only the cheque nos. used for printing with corresponding details as provided in the previous screen. This interface is illustrated below:

Figure 5-5 Print Cheques- Step3



For each Cheque on the grid – there could have been one of the three possibilities:

- If the Cheque is printed successfully then the print status will be 'Printed'
- If the Cheque is damaged while printing then the print status will be 'Damaged'
- If the Cheque is not printed at all then the print status will be 'Not Printed'

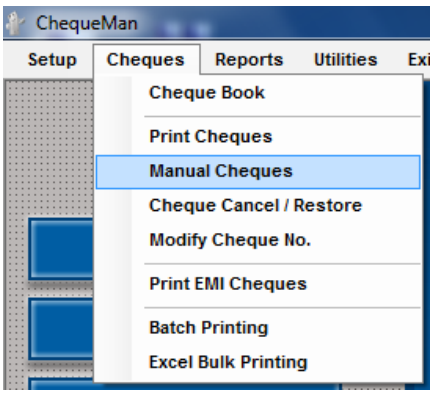
Now, specify the status of cheque printing under the column 'Print Status' as displayed in the screen above. By default 'Printed' is selected assuming that in most cases cheques is print successfully. After confirming for each cheque, click on 'Confirm & Exit'.

This will complete the full cycle of cheque printing.

5.3 Manual Cheques

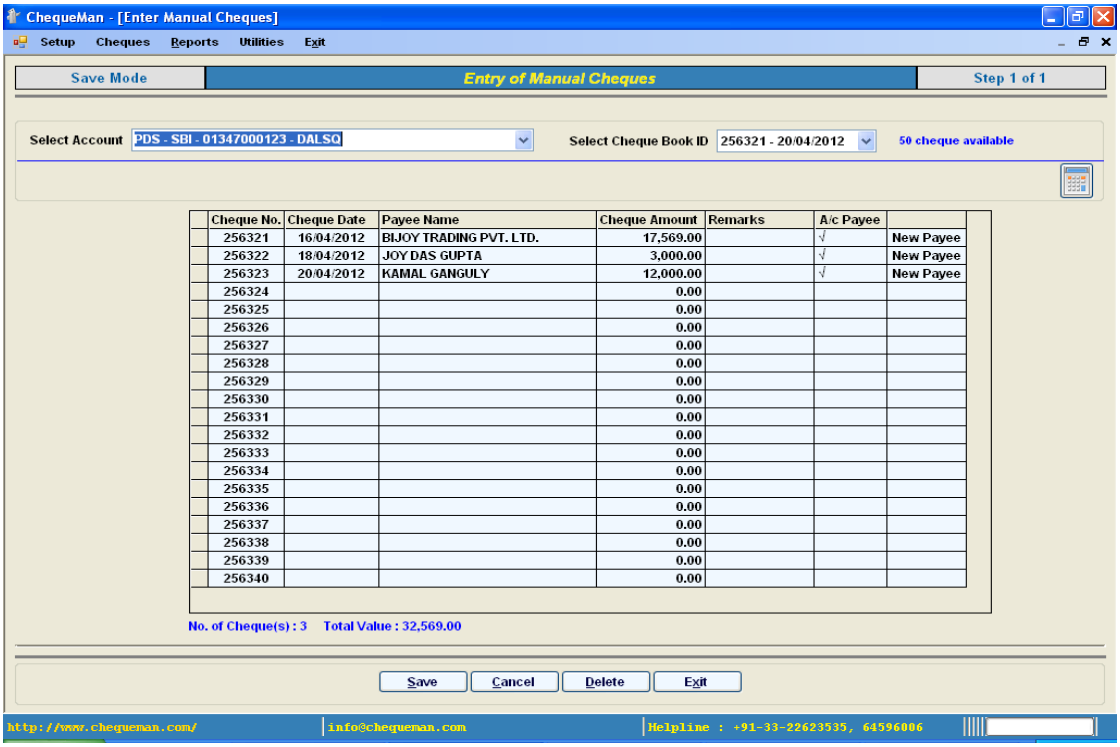
Through this module, one can record information for all manually prepared cheques using the Cheque Books defined in the system. This will boost the maintenance of proper cheque records. Select 'Manual Cheques' from the 'Cheques' Menu as shown in figure below:

Figure 5-6 Manual Cheques – Step1



The following screen will get displayed:

Figure 5-7 Manual Cheques – Step2



Select the Account and the Cheque Book ID (this is identified as the starting Cheque No. and the date of receipt of the Cheque Book). A grid containing all the available Cheque leaves for the selected Cheque Book will be displayed in the ascending order of the cheque number. The total number of rows displayed will depend on the specification provided in the Preference option under Utilities. Each row of the grid displays the Cheque No. and other information have to be provided

This grid contains the following columns:

Cheque No. : The Cheque No. is already displayed.

Payee Name : Enter the name of the Payee. In case cheque has been previously issued to a Payee, the name of the payee will appear in the help box as you start typing the Payee Name. For a new payee, you will have to type the entire name.

Note: All Payee Names entered will get updated in Payee Details and can be viewed under menu option Setup – Payee Details.

Cheque Amount : Enter the Cheque amount here. As a security measure one can enter this amount twice to avoid errors, this can be set up through the menu option Utilities – Preferences.

Cheque Date : Enter the date that was entered in the manual cheque issued.

Remarks : This field is optional to record any remarks against the cheque for future reference.

A/c Payee : This is the Account Payee flag. In case you wish to remove this, click on the cell and remove it. It is important to note that whenever a new Payee is created it is assumed that it would be 'Account Payee'. In case you wish to permanently remove this status for a Payee, it can be done from the menu option Setup – Payee Details.

<Blank Column> : Whenever a new Payee is issued the cheque this column displays 'New Payee' for your reference.

Enter information for all the cheques that have been prepared manually using the rows in the grid.

Other Features & Options

List of Previous Cheques

To view all the cheques which have been issued previously from this account, click on this option.

Calculator

In case for any help in arithmetical calculations, click on the icon

Totals

The total amount of all the cheques populated in the grid is displayed at the bottom of the grid for reference and verification.

The bottom of the screen has buttons which are explained in details below:

Save : To save the manual cheque(s) information as entered in the grid, click on this option.

Delete : Select the row on the grid where cheque data has been inserted. Click on 'Delete' option and the details of the selected cheque will be removed from that row on the grid.

Cancel : After selecting information on the header, the information on the grid is displayed pertaining to the selected Cheque Book. The header information cannot be altered once the grid is displayed. Click on 'Cancel' which will again allow you to again select the Account, Cheque Book, etc. In case of change in the Cheque Book, the system allows to carry forward the data in the grid (if any) to the grid for the new Cheque Book.

Exit : The control is shifted to the main screen of the software.

5.4 Cancel / Restore Cheques

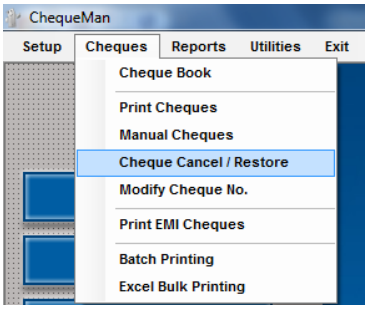
ChequeMan provides the option to cancel a cheque. One can cancel both the issued cheques and the unused cheques.

One can also restore the cancelled using this option.

Note: In order to re-use a cheque which is already printed, as per records, one has to cancel the cheque and then restore for making it re-usable.

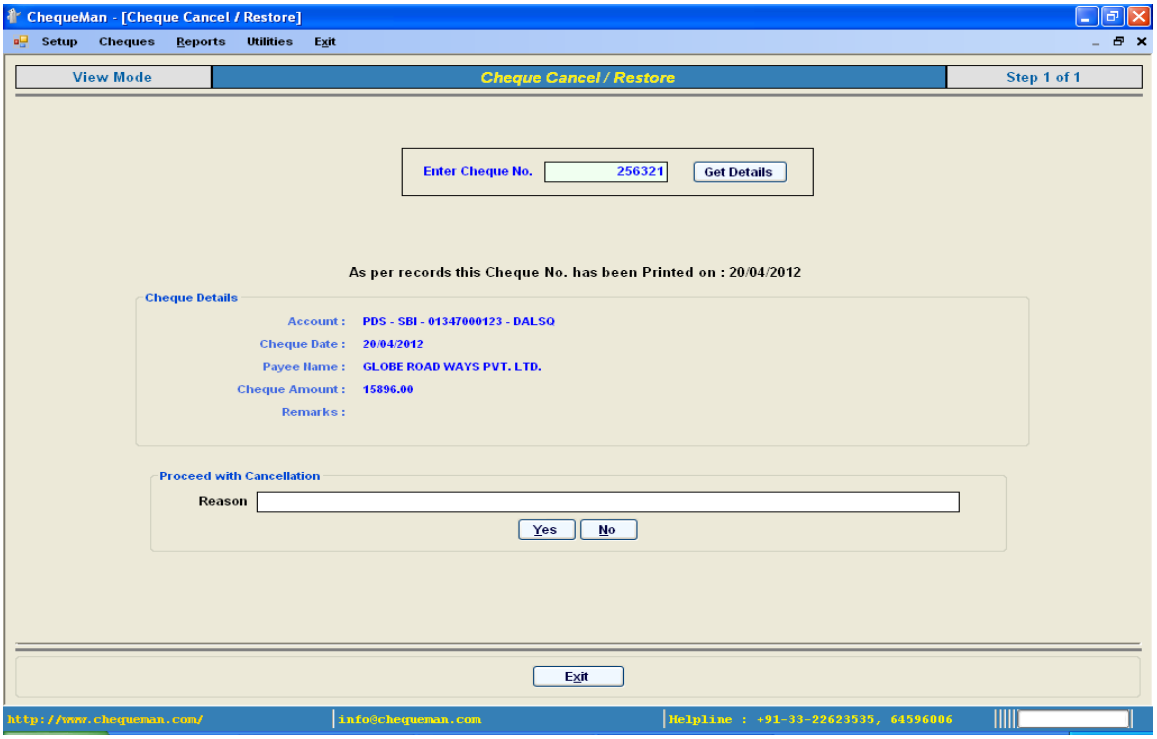
In order to cancel or restore any cheque go to the 'Cheque Cancel / Restore' option under 'Cheques' menu.

Figure 5-8 Cancel/ Restore Cheques– Step1



The system will ask to provide the Cheque No. that needs to be cancelled / restored. On providing a valid Cheque No. the following screen is displayed in case cheque is not cancelled as per the software records:

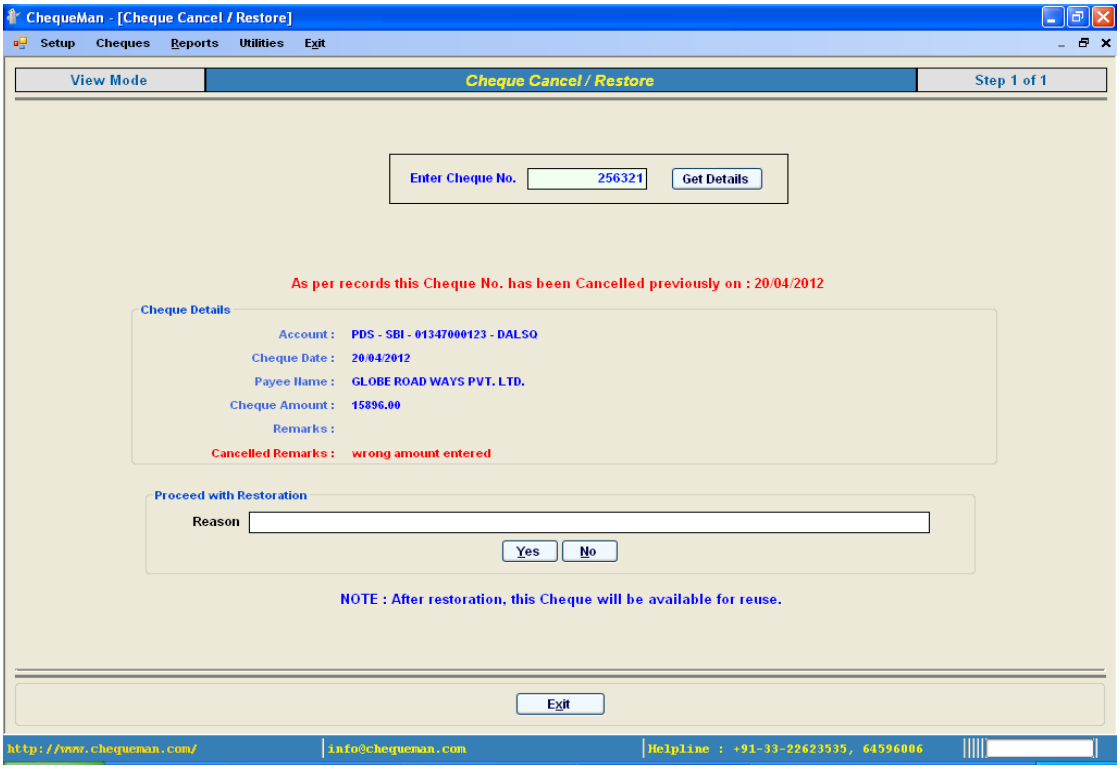
Figure 5-9 Cancel/Restore Cheques– Step2



In case you wish to proceed with cancellation, after confirming the details, provide a reason and click on 'Yes' to proceed with cancellation. Once the cancellation process is over, click to 'Exit' to return back to the main screen.

In case the provided Cheque No. is a previously cancelled one, the following screen is displayed:

Figure 5-10 Cancel/Restore Cheques– Step3



The details of the cancelled cheque are displayed. In case you wish to restore the cheque to re-use it, provide a suitable reason and click on 'Yes'. Once the restoration process is over, click to 'Exit' to return back to the main screen.

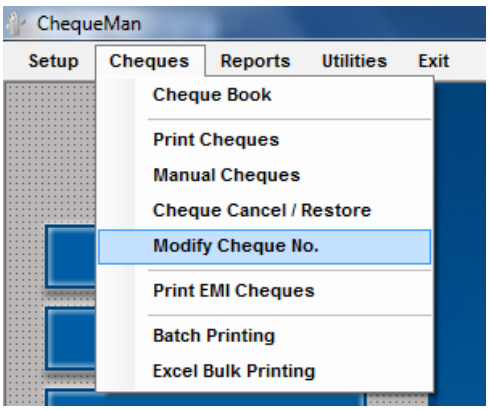
Note: It should be noted that restored cheques loses all its original data and can be used as a new cheque.

5.5 Modification in Cheque No.

One can use 'Modify Cheque No.' module in case the details of the printed cheque is entered against the wrong cheque number.

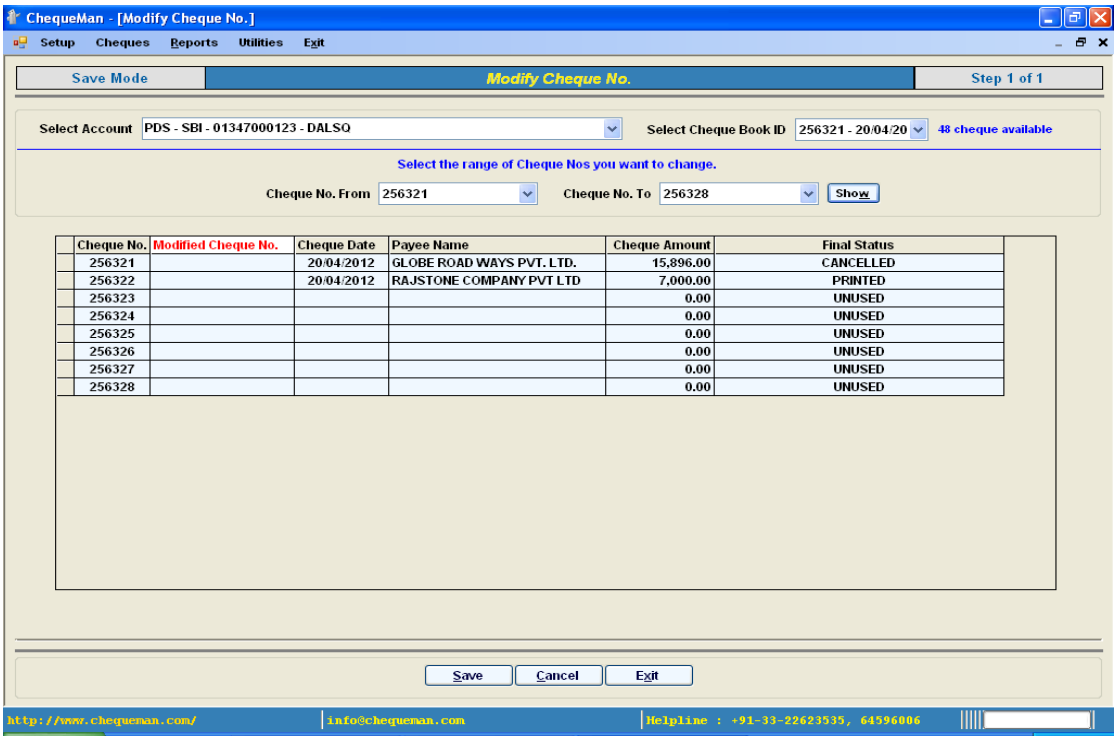
In order to do this select <Modify Cheque No.> from the <Cheques> Menu

Figure 5-11 Modification Cheque No.– Step1



The following screen will get displayed:

Figure 5-12 Modification Cheque No.– Step2


ChequeMan - [Modify Cheque No.]
Setup Cheques Reports Utilities Exit
Save Mode
Modify Cheque No.
Step 1 of 1
Select Account PDS - SBI - 01347000123 - DALSQ
Select Cheque Book ID 256321 - 20/04/20
48 cheque available
Select the range of Cheque Nos you want to change.
Cheque No. From 256321
Cheque No. To 256328
Show
Cheque No. | Modified Cheque No. | Cheque Date | Payee Name | Cheque Amount | Final Status
256321 | | 20/04/2012 | GLOBE ROAD WAYS PVT. LTD. | 15,896.00 | CANCELLED
256322 | | 20/04/2012 | RAJSTONE COMPANY PVT LTD | 7,000.00 | PRINTED
256323 | | | | 0.00 | UNUSED
256324 | | | | 0.00 | UNUSED
256325 | | | | 0.00 | UNUSED
256326 | | | | 0.00 | UNUSED
256327 | | | | 0.00 | UNUSED
256328 | | | | 0.00 | UNUSED
Save
Cancel
Exit
http://www.chequeman.com/
info@chequeman.com
Helpline : +91-33-22623535, 64596006

Select the Account and the Cheque Book followed by the range of Cheque Nos. wherein the modification is to take place. The selected range of Cheque Nos. will be displayed in the grid.

This grid contains the following columns:

Cheque No. : The existing recorded Cheque No. is displayed which contains the details in the row.

Modified Chq No. : In this column, enter the correct Cheque No. as per the printed cheque leaves in the cheque book.

Cheque Date : The Cheque Date is displayed here.

Payee Name : The Payee Name is displayed here.

Cheque Amount : The Cheque Amount is displayed here.

Final Status : The existing status of the Cheque is displayed – Printed / Cancelled / etc.

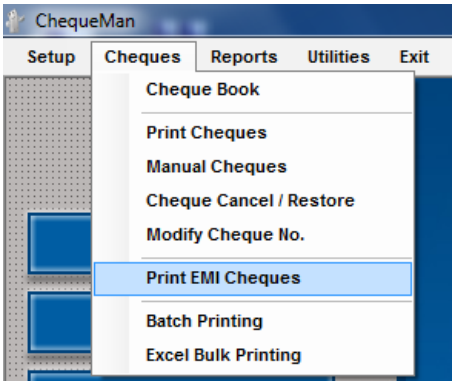
After the necessary modifications has been done click on the 'Save' button.

5.6 Print EMI Cheques

EMI Cheques is part of the Bulk Printing in ChequeMan. The common features will apply to this which has been explained in the Overview. Using this module all the EMI cheques can be printed together.

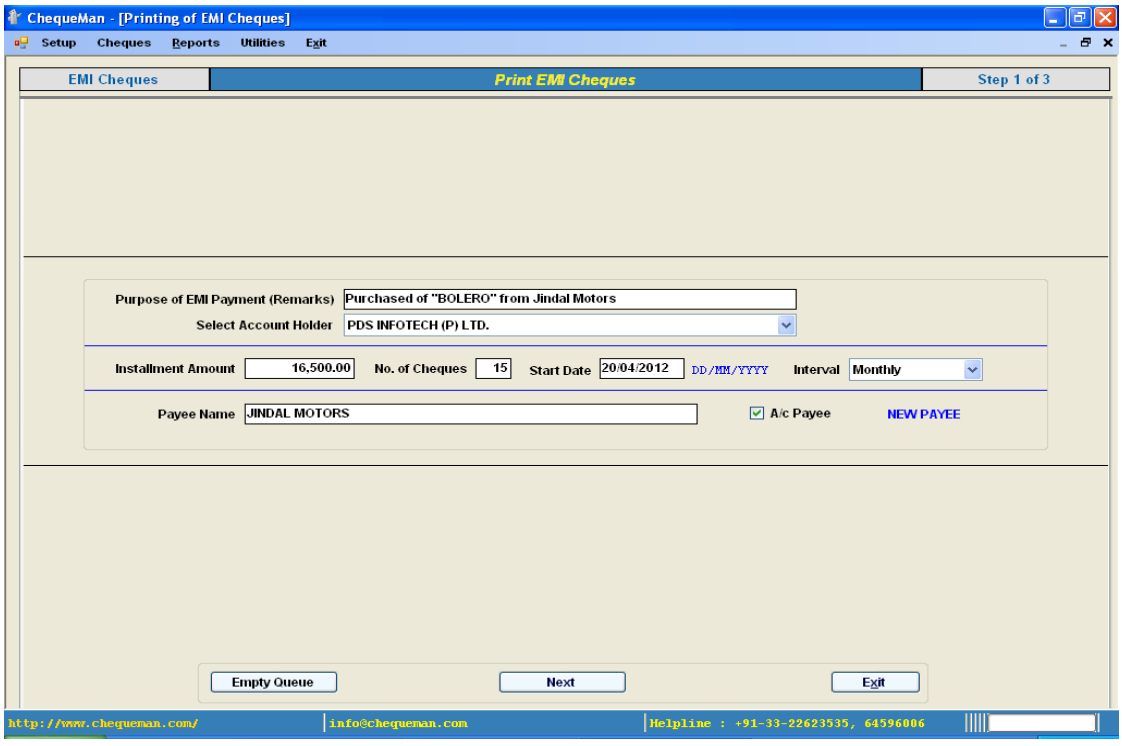
In order to do this select <Print EMI Cheques> from the <Cheques> Menu.

Figure 5-13 Print EMI Cheque – Step1



The following screen will get displayed:

Figure 5-14 Print EMI Cheque – Step2



Enter the following information:

Purpose of EMI payment (Remarks) : Enter in brief the reason why the EMI cheques are being made.

Select Account Holder : Select the Account Holder who is making the EMI payments.

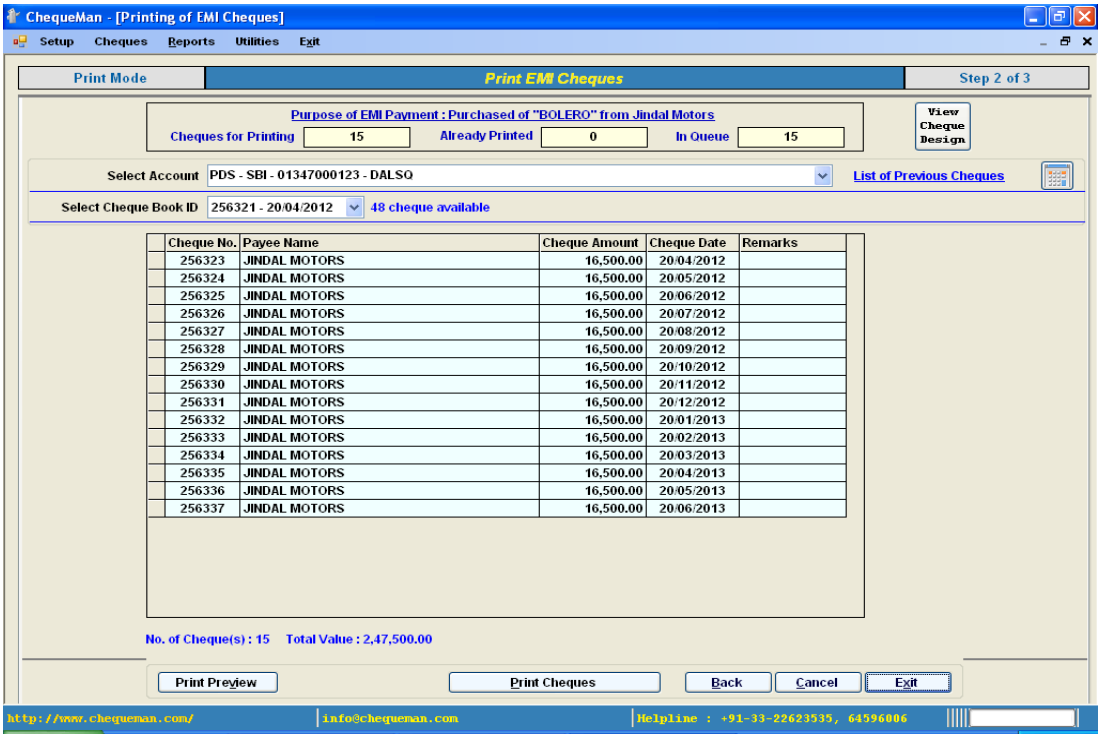
Installment Amount : Enter the amount of each installment.

No. of Cheques	:	Enter the number of cheques that will be made of the mentioned installment amount.
Start Date	:	Enter the date from which the EMI payments will start.
Monthly	:	Enter the interval at which the EMI cheques have to be paid.
Payee Name	:	Enter the Payee Name against whom the EMI cheques have to be prepared.
A/C Payee	:	Check the box if it is and A/c Payee cheque.

Click on the 'Next' button to continue.

On the next screen, select the Bank Account and the Cheque Book ID (this is identified as the starting Cheque No. and the date of receipt of the Cheque Book). The grid appears with auto generated EMI cheque as per the following screen:

Figure 5-15 Print EMI Cheque – Step3


ChequeMan - [Printing of EMI Cheques]
Setup Cheques Reports Utilities Exit
Print Mode
Print EMI Cheques
Step 2 of 3
Purpose of EMI Payment : Purchased of "BOLERO" from Jindal Motors
Cheques for Printing 15
Already Printed 0
In Queue 15
View Cheque Design
Select Account PDS - SBI - 01347000123 - DALSQ
List of Previous Cheques
Select Cheque Book ID 256321 - 20/04/2012
48 cheque available
Cheque No. Payee Name Cheque Amount Cheque Date Remarks
256323 JINDAL MOTORS 16,500.00 20/04/2012
256324 JINDAL MOTORS 16,500.00 20/05/2012
256325 JINDAL MOTORS 16,500.00 20/06/2012
256326 JINDAL MOTORS 16,500.00 20/07/2012
256327 JINDAL MOTORS 16,500.00 20/08/2012
256328 JINDAL MOTORS 16,500.00 20/09/2012
256329 JINDAL MOTORS 16,500.00 20/10/2012
256330 JINDAL MOTORS 16,500.00 20/11/2012
256331 JINDAL MOTORS 16,500.00 20/12/2012
256332 JINDAL MOTORS 16,500.00 20/01/2013
256333 JINDAL MOTORS 16,500.00 20/02/2013
256334 JINDAL MOTORS 16,500.00 20/03/2013
256335 JINDAL MOTORS 16,500.00 20/04/2013
256336 JINDAL MOTORS 16,500.00 20/05/2013
256337 JINDAL MOTORS 16,500.00 20/06/2013
No. of Cheque(s) : 15 Total Value : 2,47,500.00
Print Preview
Print Cheques
Back
Cancel
Exit
http://www.chequeman.com/
info@chequeman.com
Helpline : +91-33-22623535, 64596006

The number of rows in the grid is limited to the least of the following:

- available number of cheque leaves on the cheque book
- the total number of EMI cheques to be printed
- total number of grid rows as set up in the menu Utilities - Preferences

The grid contains the following columns:

Cheque No. : The Cheque No. is already displayed. It is recommended to physically verify its presence in the Cheque Book before proceeding further.

Payee Name : The name of the Payee is displayed here.

Cheque Amount : The EMI amount as specified is displayed here.

Cheque Date : The Cheque Date in each grid row is automatically computed as per the EMI frequency and displayed. Say for monthly cheques, the dates increment by one month for each row.

Remarks : This field is optional to record any remarks against the cheque for future reference.

Now you are all set to print the cheques.

Other features & options

List of Previous Cheques
By clicking on this all the previously issued cheques from this account can be viewed.

View Cheque Design
One can click on the button to check if the correct design has been mapped to the Cheque Book. There is also an option to test print to check out the print parameters.

Calculator
Click on the icon, in case for any help in arithmetical calculations

Totals
Below the grid of the count the Cheques and the sum of the Amount is provided.

The bottom of the screen has buttons that are explained in details below:

Print Preview : Click on this to preview the cheque details that have been super-imposed on the scanned cheque image. It will give you a fair idea as to how the printed cheque will appear. However, it should be noted that minor difference is possible. The display window has scroll buttons to view cheques one by one with options to move right to top or the last cheque.

Print Cheques : Place the Cheque leaves on the printer in the correct order and direction and click on this button. After confirming in the subsequent dialogue box, the cheques are printed.

Back : On clicking this, the control is shifted to the summary of the print queue.

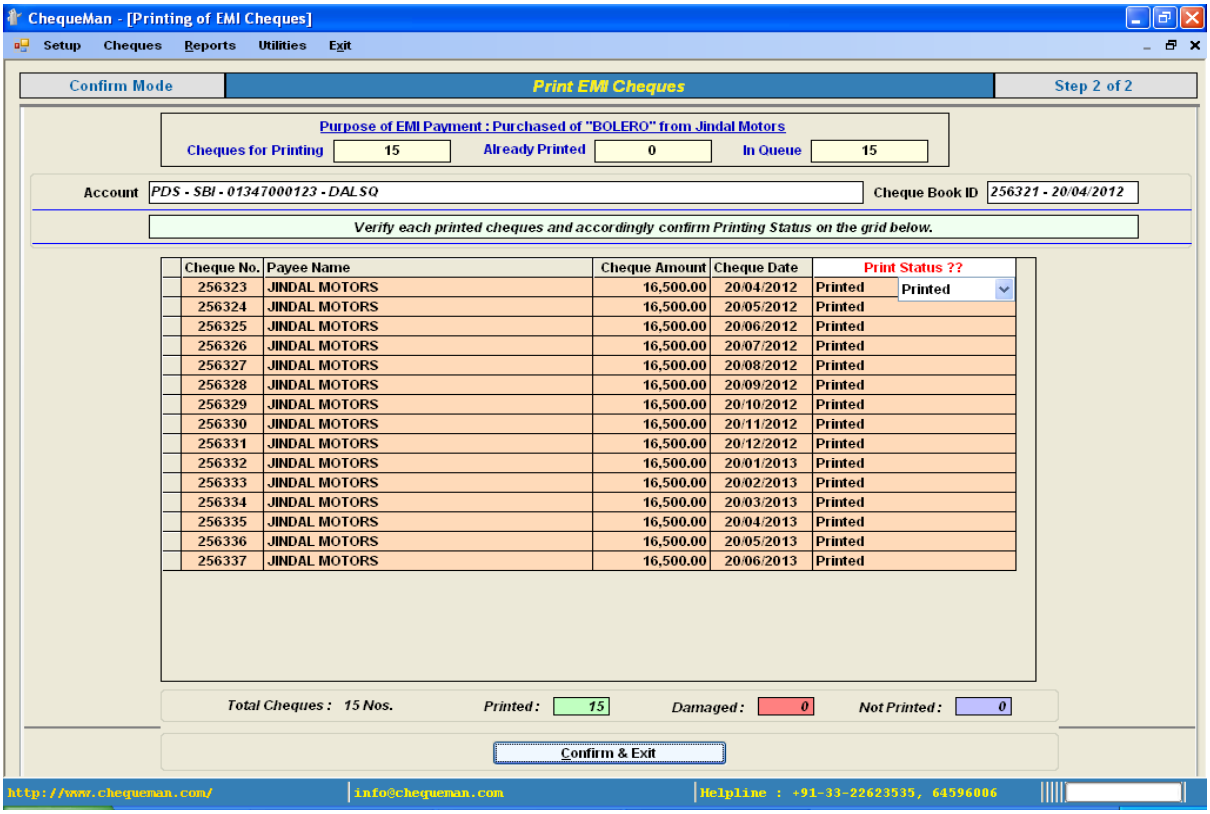
Cancel : After selecting information on the header, the information on the grid is displayed pertaining to the selected Cheque Book. Click on 'Cancel' which will again allow you to select the Account, Cheque Book, etc.

Exit : The control is shifted to the main screen of the software. It is important to note that in case data is present in the print queue, even on exiting, the queue still remains. Next time you get into this module, you will have the option to either complete printing the cheques or to empty the queue before proceeding.

Verification & Confirmation of proper printing of Cheques

After the 'Print Cheque' command is given, subsequently, in the next interface screen a grid appears containing the cheque nos. used for printing with corresponding details as provided in the previous screen. This interface is illustrated below:

Figure 5-16 Print EMI Cheque – Step4


ChequeMan - [Printing of EMI Cheques]
Setup
Cheques
Reports
Utilities
Exit
Confirm Mode
Print EMI Cheques
Step 2 of 2
Purpose of EMI Payment : Purchased of "BOLERO" from Jindal Motors
Cheques for Printing 15
Already Printed 0
In Queue 15
Account PDS - SBI - 01347000123 - DALSQ
Cheque Book ID 256321 - 20/04/2012
Verify each printed cheques and accordingly confirm Printing Status on the grid below.
Cheque No. | Payee Name | Cheque Amount | Cheque Date | Print Status ??
256323 | JINDAL MOTORS | 16,500.00 | 20/04/2012 | Printed
256324 | JINDAL MOTORS | 16,500.00 | 20/05/2012 | Printed
256325 | JINDAL MOTORS | 16,500.00 | 20/06/2012 | Printed
256326 | JINDAL MOTORS | 16,500.00 | 20/07/2012 | Printed
256327 | JINDAL MOTORS | 16,500.00 | 20/08/2012 | Printed
256328 | JINDAL MOTORS | 16,500.00 | 20/09/2012 | Printed
256329 | JINDAL MOTORS | 16,500.00 | 20/10/2012 | Printed
256330 | JINDAL MOTORS | 16,500.00 | 20/11/2012 | Printed
256331 | JINDAL MOTORS | 16,500.00 | 20/12/2012 | Printed
256332 | JINDAL MOTORS | 16,500.00 | 20/01/2013 | Printed
256333 | JINDAL MOTORS | 16,500.00 | 20/02/2013 | Printed
256334 | JINDAL MOTORS | 16,500.00 | 20/03/2013 | Printed
256335 | JINDAL MOTORS | 16,500.00 | 20/04/2013 | Printed
256336 | JINDAL MOTORS | 16,500.00 | 20/05/2013 | Printed
256337 | JINDAL MOTORS | 16,500.00 | 20/06/2013 | Printed
Total Cheques : 15 Nos.
Printed : 15
Damaged : 0
Not Printed : 0
Confirm & Exit
http://www.chequeman.com/
info@chequeman.com
Helpline : +91-33-22623535, 64596006

For each Cheque on the grid – there are three possibilities:

- If the Cheque is printed successfully then the print status will be 'Printed'
- If the Cheque is damaged while printing then the print status will be 'Damaged'
- If the Cheque is not printed at all then the print status will be 'Not Printed'

- Now, specify the status of cheque printing under the column ‘Print Status’ as displayed in the screen above. By default ‘Printed’ is selected assuming that in most cases cheques is print successfully. After confirming for each cheque, click on ‘Confirm & Exit’.

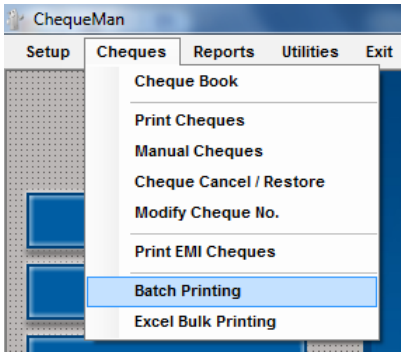
If cheques are still present in the queue, you are again back to the previous screen for continue printing of the pending cheques in the same way.

5.7 Batch Printing

This is also part of the Bulk Printing process in ChequeMan. The common features will apply to this which has been explained in the Overview. Using this module you can do Batch Printing of cheques.

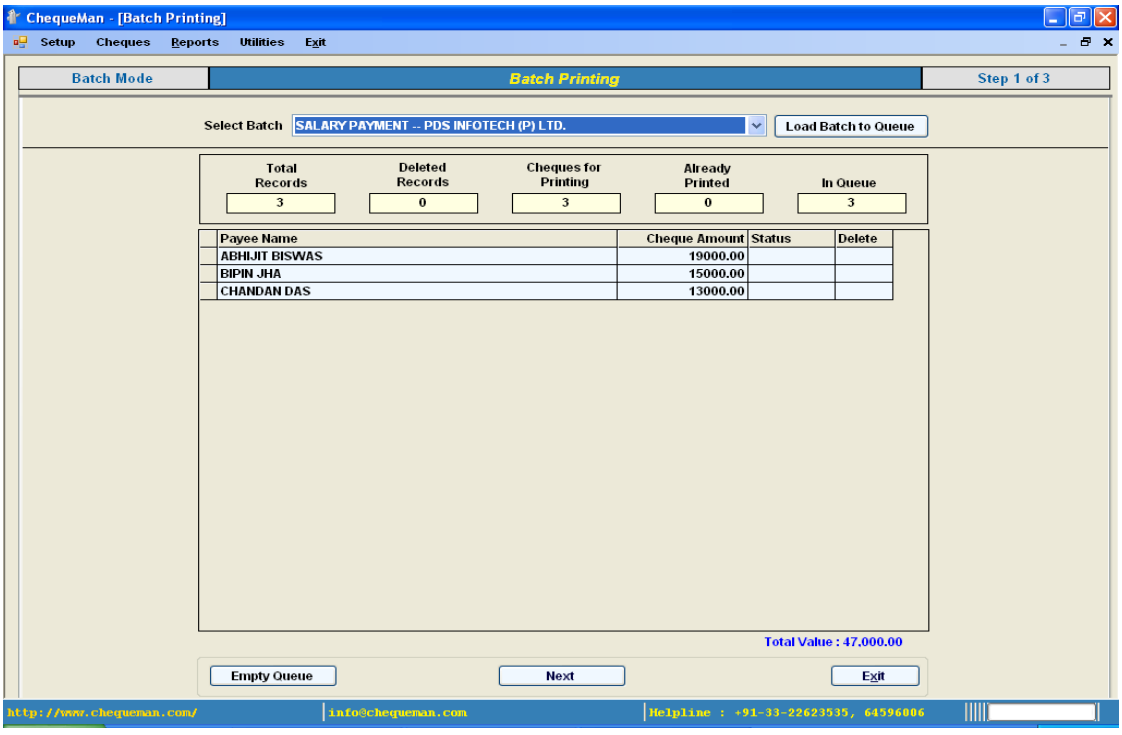
The batches are defined through Setup – Payee Batch. Select <Batch Printing> from the <Cheques> Menu.

Figure 5-17 Batch Printing – Step1



The following screen will get displayed:

Figure 5-18 Batch Printing – Step2



First you will need to Select Batch from the list of batches and click on the button 'Load Batch to Queue'. This module can be used only after you have created at least one batch with payees defined under it.

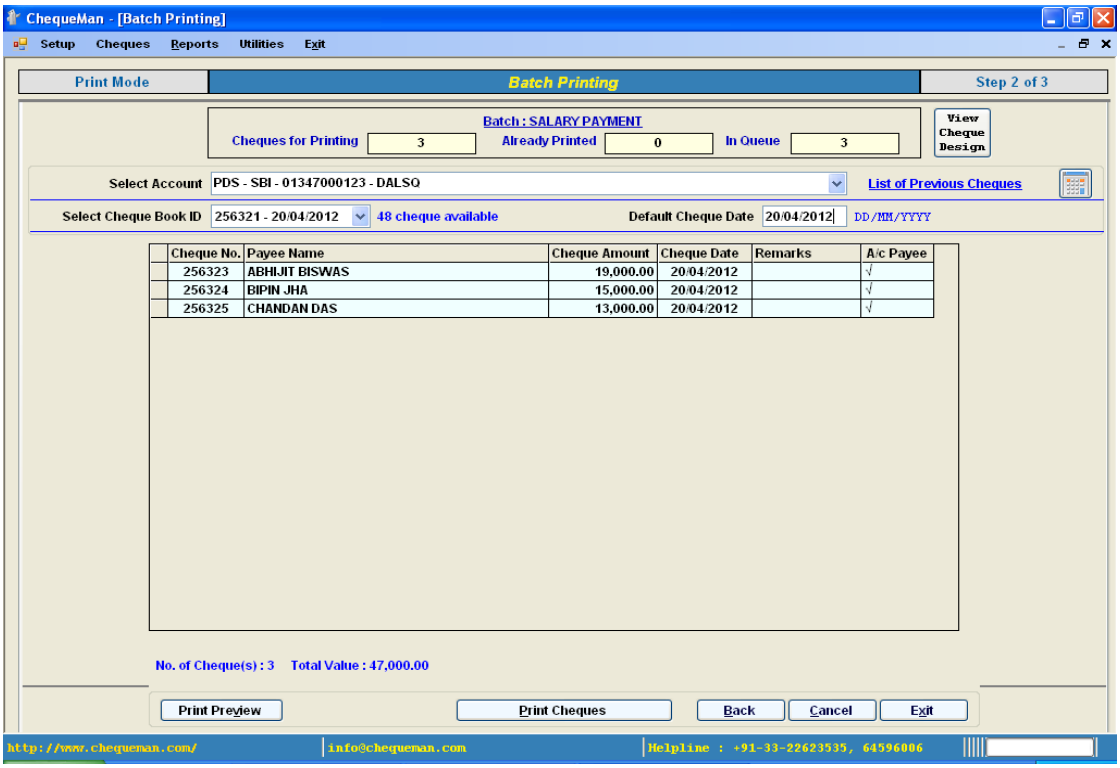
The payees under the selected batch are displayed in the grid. You have the option to change the Cheque Amount and also mark for deletion any particular payee for which cheque printing is not

required. Before proceeding to the next screen, please ensure that you have properly checked the Payees and the corresponding Cheque Amounts as these cannot be altered in the subsequent steps.

The 'Status' column by default is empty. If part of the batch has already been printed, the 'Status' column for the relevant rows will display 'Printed'. This would imply that the rest is still in queue for printing.

Once you are ready, click on the button 'Next' and the next screen appears as under:

Figure 5-19 Batch Printing – Step3


ChequeMan - [Batch Printing]
Setup
Cheques
Reports
Utilities
Exit
Print Mode
Batch Printing
Step 2 of 3
Batch : SALARY PAYMENT
Cheques for Printing 3
Already Printed 0
In Queue 3
View Cheque Design
Select Account PDS - SBI - 01347000123 - DALSQ
List of Previous Cheques
Select Cheque Book ID 256321 - 20/04/2012
48 cheque available
Default Cheque Date 20/04/2012
DD/MM/YYYY
Cheque No. | Payee Name | Cheque Amount | Cheque Date | Remarks | A/c Payee
256323 | ABHIJIT BISWAS | 19,000.00 | 20/04/2012 | | √
256324 | BIPIN JHA | 15,000.00 | 20/04/2012 | | √
256325 | CHANDAN DAS | 13,000.00 | 20/04/2012 | | √
No. of Cheque(s) : 3 Total Value : 47,000.00
Print Preview
Print Cheques
Back
Cancel
Exit
http://www.chequeman.com/
info@chequeman.com
Helpline : +91-33-22623535, 64596086

Select the Account and the Cheque Book ID (this is identified as the starting Cheque No. and the date of receipt of the Cheque Book) against which the cheques need to be printed. The Default Date for Cheques is taken in as the current date which can be modified.

The number of rows in the grid is limited to the least of the following:

- available number of cheque leaves on the cheque book
- the total number of cheques to be printed for the Batch
- total number of grid rows as set up in the menu Utilities - Preferences

The grid contains the following columns:

Cheque No. : The Cheque No. is already displayed. It is recommended to physically verify its presence in the Cheque Book before proceeding further.

Payee Name : The name of the Payee is displayed here.

Cheque Amount : The amount as specified is displayed here.

Cheque Date : This is the default date value as specified above the grid. In case you want to change the date, take the cursor on the cell and click on it to make changes.

Remarks : This field is optional to record any remarks against the cheque for future reference.

Now you are all set to print the cheques.

Other features & Options

List of Previous Cheques

Cheque Date : This is the default date value as specified above the grid. The cursor does not wait here. In case you want to change the date, take the cursor on the cell and click to make changes.

Remarks : This field is optional to record any remarks against the cheque for future reference.

A/c Payee : This is the Account Payee flag which, if checked, will be printed on the cheque. In case you wish to remove this, click on the cell and remove it. Whenever a new Payee is created it is assumed that it is 'Account Payee'. In case you wish to permanently remove this status for a Payee, it can be done from the menu option Setup – Payee Details.

<Blank Column> : Whenever a new Payee is issued the cheque this column displays 'New Payee' for your reference.

Enter information for all the cheques that needs to be printed using the rows in the grid. Once done, you are now all set to print the cheques.

Other Features & Options

List of Previous Cheques

To view all the cheques which have been issued previously from this account, click on this option.

View Cheque Design

To ensure that the correct design has been mapped to the Cheque Book, click on this option. There is an option to test print the format to check out the print parameters.

Calculator

In case for any help in arithmetical calculations, click on the icon

Totals

The total amount of all the cheques populated in the grid is displayed at the bottom of the grid for reference and verification.

The bottom of the screen has buttons which are explained in details below:

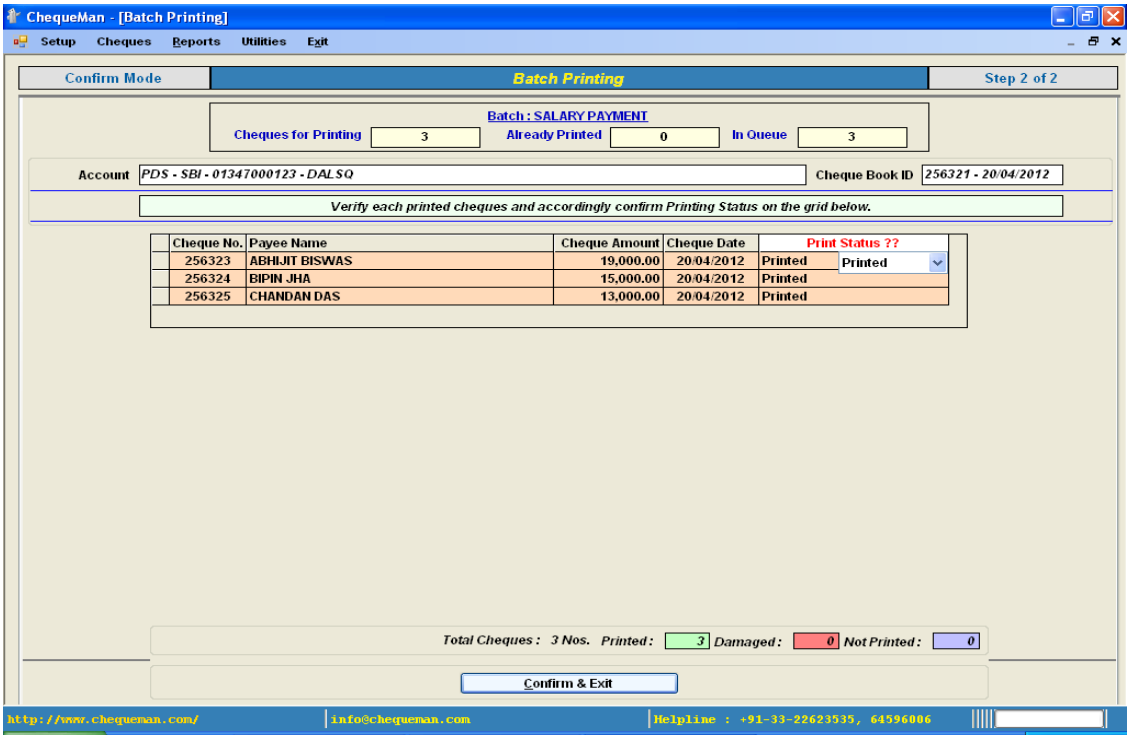
Print Preview	:	To preview the cheque details that have been super-imposed on the scanned cheque image, click on this option. It gives a fair idea as to how the printed cheque will appear. However, it should be noted that minor difference is possible. The display window has scroll buttons to view cheques one by one with options to move to first or the last cheque.
Print Cheques	:	Place the Cheque leaves on the printer in the correct order and direction, and then click on this button. After confirming in the subsequent dialogue box, the cheques are printed.
Back	:	On clicking this, the control is shifted to the summary of the print queue.
Cancel	:	Click on 'Cancel' which will again allow you to select the Account, Cheque Book, etc.
Exit	:	The control is shifted to the main screen of the software.

Note: It is important to note that in case data is present in the queue, even on exiting, the queue still remains. Next time you get into this module, you will have the option to either complete printing the cheques or to empty the queue before proceeding. Cheques that have already been printed will be shown as 'Printed' in the Status column of the grid.

Verification & Confirmation of proper printing of Cheques

After the 'Print Cheque' command is given, subsequently, in the next interface screen a grid appears containing the cheque nos. used for printing with corresponding details as provided in the previous screen. This interface is illustrated below:

Figure 5-20 Batch Printing – Step4



For each Cheque on the grid – there could have been one of the three possibilities:

- If the Cheque is printed successfully then the print status will be 'Printed'
- If the Cheque is damaged while printing then the print status will be 'Damaged'
- If the Cheque is not printed at all then the print status will be 'Not Printed'

You will need to accordingly specify under the column 'Print Status' one of the above. By default 'Printed' is selected assuming that in most cases cheques will be print successfully. After confirming for all cheques, click on

.

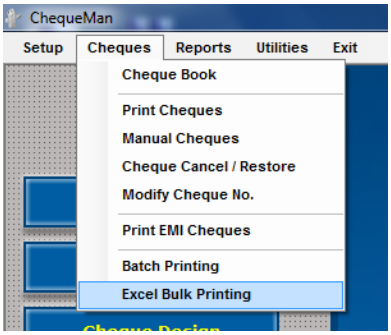
If cheques are still present in the queue, you are again back to the previous screen for continue printing of the pending cheques in the same way.

5.8 Excel Bulk Printing

This is also part of the Bulk Printing process of ChequeMan. The common features will apply to this which has been explained under Overview. Using this module you can import data from an Excel sheet for bulk printing of cheques.

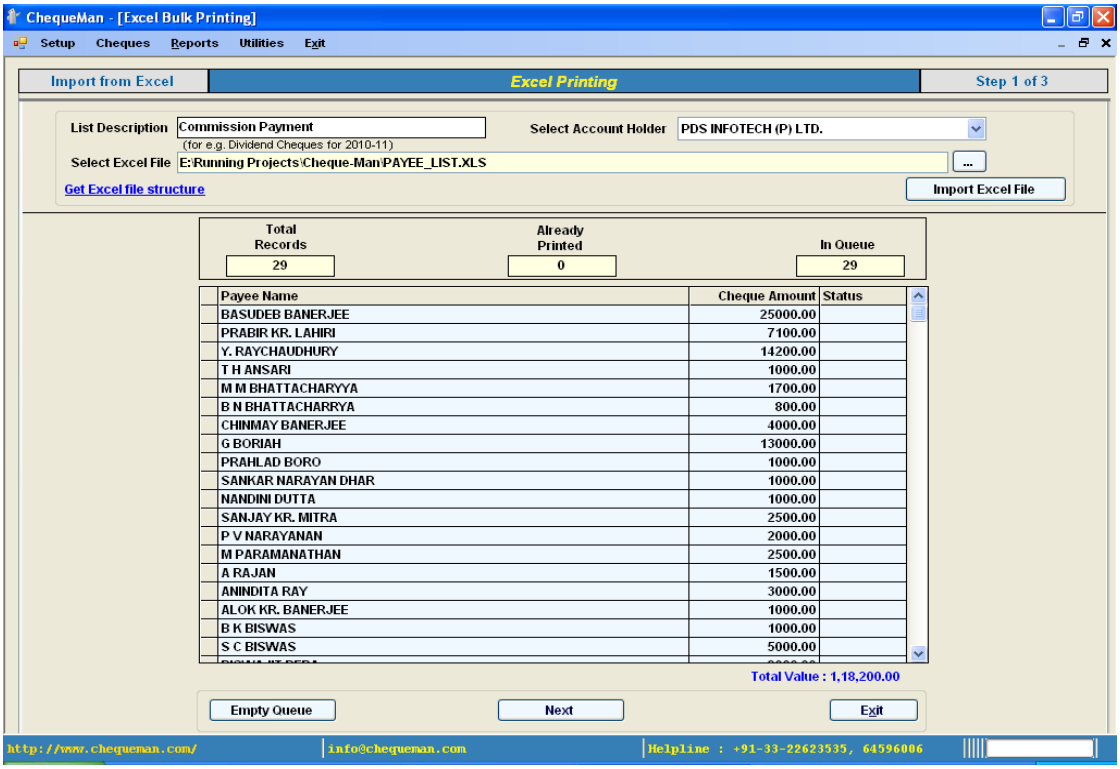
In order to do this, select <Excel Bulk Printing> from the <Cheques> Menu

Figure 5-21 Excel Bulk Printing – Step1



The following screen will be displayed:

Figure 5-22 Excel Bulk Printing – Step2



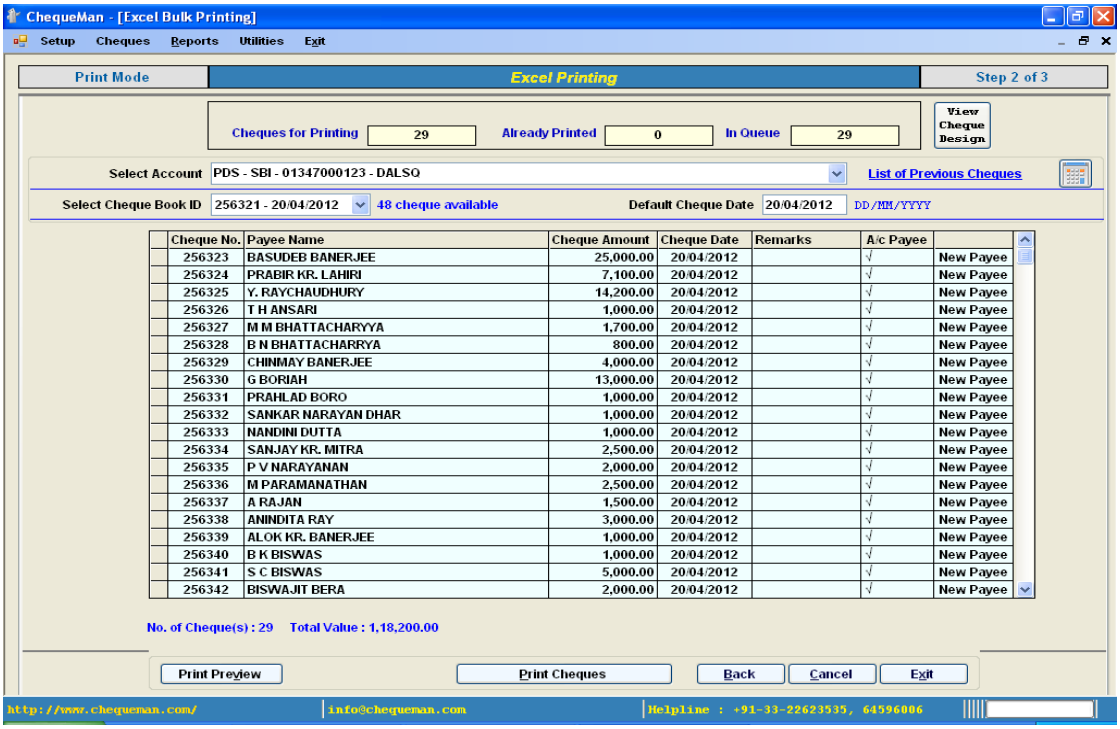
Provide a unique name for the List that will be imported in the field labeled ‘List Description’. To import the excel click on browse and select the Excel file from your local system and after excel file is selected click on the button ‘Click on Excel file’. The limit for the number of records that can be imported in a single lot is 100. The data in the Excel sheet must be provided in a structured format, which can be downloaded by clicking on ‘Get Excel file structure’.

After the data is successfully imported, the payees with the corresponding amounts are displayed in the grid. You have the option to change the Cheque Amount.

Before proceeding to the next screen, you should properly check the Payees and the corresponding Cheque Amounts as these cannot be altered in the subsequent steps. The 'Status' column by default is empty. If part of the data has already been printed, the 'Status' column for the relevant rows will display 'Printed'. This would imply that the rest is still in queue for printing.

Once you are ready, click on the button 'Next' and the next screen appears as shown below:

Figure 5-23 Excel Bulk Printing – Step3


ChequeMan - [Excel Bulk Printing]
Setup Cheques Reports Utilities Exit
Print Mode
Excel Printing
Step 2 of 3
Cheques for Printing 29
Already Printed 0
In Queue 29
View Cheque Design
Select Account PDS - SBI - 01347000123 - DALSQ
List of Previous Cheques
Select Cheque Book ID 256321 - 20/04/2012
48 cheque available
Default Cheque Date 20/04/2012
DD/MM/YYYY
Cheque No. | Payee Name | Cheque Amount | Cheque Date | Remarks | A/c Payee
256323 BASUDEB BANERJEE 25,000.00 20/04/2012 √ New Payee
256324 PRABIR KR. LAHIRI 7,100.00 20/04/2012 √ New Payee
256325 Y. RAYCHAUDHURY 14,200.00 20/04/2012 √ New Payee
256326 T H ANSARI 1,000.00 20/04/2012 √ New Payee
256327 M M BHATTACHARYYA 1,700.00 20/04/2012 √ New Payee
256328 B N BHATTACHARRYA 800.00 20/04/2012 √ New Payee
256329 CHINMAY BANERJEE 4,000.00 20/04/2012 √ New Payee
256330 G BORIAH 13,000.00 20/04/2012 √ New Payee
256331 PRAHLAD BORO 1,000.00 20/04/2012 √ New Payee
256332 SANKAR NARAYAN DHAR 1,000.00 20/04/2012 √ New Payee
256333 NANDINI DUTTA 1,000.00 20/04/2012 √ New Payee
256334 SANJAY KR. MITRA 2,500.00 20/04/2012 √ New Payee
256335 P V NARAYANAN 2,000.00 20/04/2012 √ New Payee
256336 M PARAMANATHAN 2,500.00 20/04/2012 √ New Payee
256337 A RAJAN 1,500.00 20/04/2012 √ New Payee
256338 ANINDITA RAY 3,000.00 20/04/2012 √ New Payee
256339 ALOK KR. BANERJEE 1,000.00 20/04/2012 √ New Payee
256340 B K BISWAS 1,000.00 20/04/2012 √ New Payee
256341 S C BISWAS 5,000.00 20/04/2012 √ New Payee
256342 BISWAJIT BERA 2,000.00 20/04/2012 √ New Payee
No. of Cheque(s) : 29 Total Value : 1,18,200.00
Print Preview
Print Cheques
Back
Cancel
Exit
http://www.chequeman.com/
info@chequeman.com
Helpline : +91-33-22623535, 64596006

Select the Account and the Cheque Book ID (this is identified as the starting Cheque No. and the date of receipt of the Cheque Book) against which the cheques need to be printed. The Default Date for Cheques is taken in as the current date which can be modified.

The number of grid rows in the grid is limited to the least of the following:

- available number of cheque leaves on the cheque book
- the total number of cheques to be printed for the Batch
- total number of grid rows as set up in the menu Utilities - Preferences

The grid contains the following columns:

Cheque No. : The Cheque No. is already displayed. It is recommended to physically verify its presence in the Cheque Book before proceeding further.

Payee Name : The name of the Payees as carried forward from the previous screen is displayed here.

Cheque Amount : The amounts as specified for each payee is carried forward here and displayed.

Cheque Date : This is the default date value as specified above the grid. The cursor does not wait here. In case you want to change the date, take the cursor on the cell and click to make changes.

Remarks : This field is optional to record any remarks against the cheque for future reference.

A/c Payee : This is the Account Payee flag which if checked will accordingly print on the cheque. In case you wish to remove this, click on the cell and remove it. If you wish to permanently remove this status for a Payee, it can be done from the menu option Setup – Payee Details.

Now you are all set to print the cheques.

Other features & Options

List of Previous Cheques

By clicking on this all the previously issued cheques from this account can be viewed.

View Cheque Design

One can click on the button to check if the correct design has been mapped to the Cheque Book. There is also an option to test print to check out the print parameters.

Calculator

In case for any help in arithmetical calculations, click on the icon

Totals

The total amount of all the cheques populated in the grid is displayed at the bottom of the grid for reference and verification.

The bottom of the screen has buttons which are explained in details below:

Print Preview : To preview the cheque details that have been super-imposed on the scanned cheque image, click on this option. It gives a fair idea as to how the printed cheque will appear. However, it should be noted that minor difference is possible. The display window has scroll buttons to view cheques one by one with options to move to first or

the last cheque.

Print Cheques : Place the Cheque leaves on the printer in the correct order and direction, and then click on this button. After confirming in the subsequent dialogue box, the cheques are printed.

Back : On clicking this, the control is shifted to the summary of the print queue.

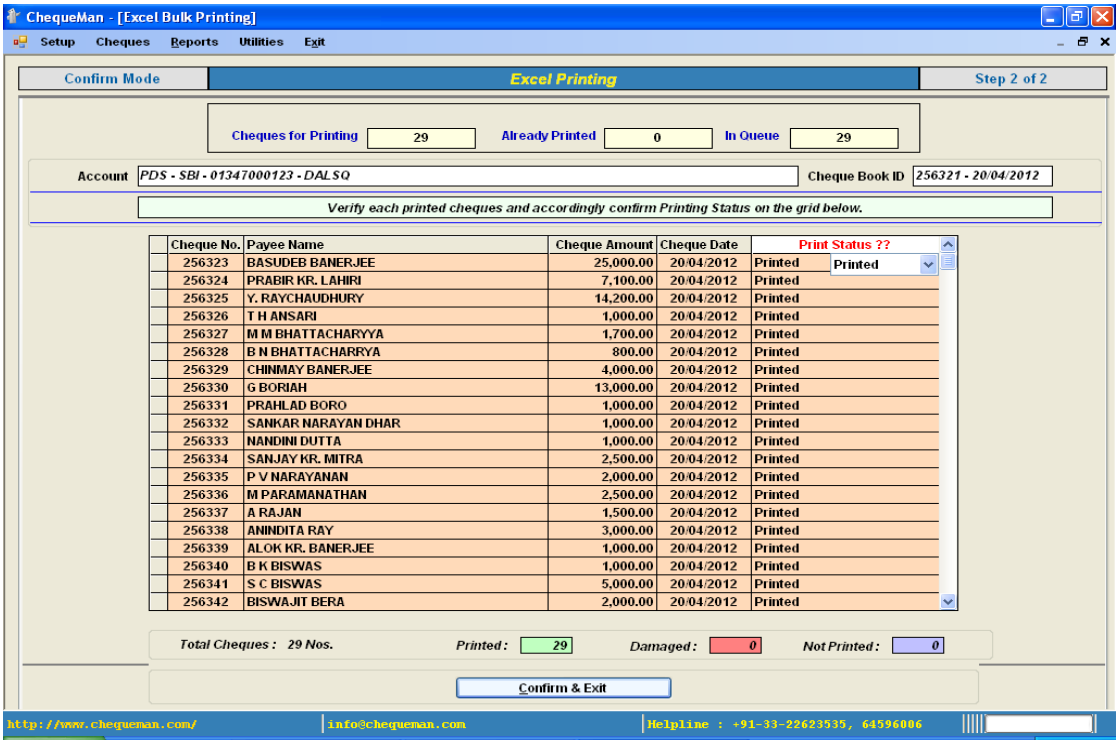
Cancel : After selecting information on the header, the information on the grid is displayed pertaining to the selected Cheque Book. The header information cannot be altered once the grid is displayed. Click on 'Cancel' which will again allow you to again select the Account, Cheque Book, etc. In case of change in the Cheque Book, the system allows to carry forward the data in the grid (if any) to the grid for the new Cheque Book.

Exit : The control is shifted to the main screen of the software.

Verification & Confirmation of proper printing of Cheques

After the 'Print Cheque' command is given, subsequently, in the next interface screen a grid appears containing the cheque nos. used for printing with corresponding details as provided in the previous screen. This interface is illustrated below:

Figure 5-24 Excel Bulk Printing – Step4


ChequeMan - [Excel Bulk Printing]
Setup
Cheques
Reports
Utilities
Exit
Confirm Mode
Excel Printing
Step 2 of 2
Cheques for Printing 29
Already Printed 0
In Queue 29
Account PDS - SBI - 01347000123 - DALSQ
Cheque Book ID 256321 - 20/04/2012
Verify each printed cheques and accordingly confirm Printing Status on the grid below.
Cheque No. | Payee Name | Cheque Amount | Cheque Date | Print Status ??
256323 | BASUDEB BANERJEE | 25,000.00 | 20/04/2012 | Printed
256324 | PRABIR KR. LAHIRI | 7,100.00 | 20/04/2012 | Printed
256325 | Y. RAYCHAUDHURY | 14,200.00 | 20/04/2012 | Printed
256326 | T H ANSARI | 1,000.00 | 20/04/2012 | Printed
256327 | M M BHATTACHARYYA | 1,700.00 | 20/04/2012 | Printed
256328 | B N BHATTACHARRYA | 800.00 | 20/04/2012 | Printed
256329 | CHINMAY BANERJEE | 4,000.00 | 20/04/2012 | Printed
256330 | G BORIAH | 13,000.00 | 20/04/2012 | Printed
256331 | PRAHLAD BORO | 1,000.00 | 20/04/2012 | Printed
256332 | SANKAR NARAYAN DHAR | 1,000.00 | 20/04/2012 | Printed
256333 | NANDINI DUTTA | 1,000.00 | 20/04/2012 | Printed
256334 | SANJAY KR. MITRA | 2,500.00 | 20/04/2012 | Printed
256335 | P V NARAYANAN | 2,000.00 | 20/04/2012 | Printed
256336 | M PARAMANATHAN | 2,500.00 | 20/04/2012 | Printed
256337 | A RAJAN | 1,500.00 | 20/04/2012 | Printed
256338 | ANINDITA RAY | 3,000.00 | 20/04/2012 | Printed
256339 | ALOK KR. BANERJEE | 1,000.00 | 20/04/2012 | Printed
256340 | B K BISWAS | 1,000.00 | 20/04/2012 | Printed
256341 | S C BISWAS | 5,000.00 | 20/04/2012 | Printed
256342 | BISWAJIT BERA | 2,000.00 | 20/04/2012 | Printed
Printed
Total Cheques : 29 Nos.
Printed : 29
Damaged : 0
Not Printed : 0
Confirm & Exit
http://www.chequeman.com/
info@chequeman.com
Helpline : +91-33-22623535, 64596006

For each Cheque on the grid – there are three possibilities:

- If the Cheque is printed successfully then the print status will be 'Printed'
- If the Cheque is damaged while printing then the print status will be 'Damaged'
- If the Cheque is not printed at all then the print status will be 'Not Printed'
- Now, specify the status of cheque printing under the column 'Print Status' as displayed in the screen above. By default 'Printed' is selected assuming that in most cases cheques is print successfully. After confirming for each cheque, click on 'Confirm & Exit'.

If cheques are still present in the queue, you are again back to the previous screen for continue printing of the pending cheques in the same way.

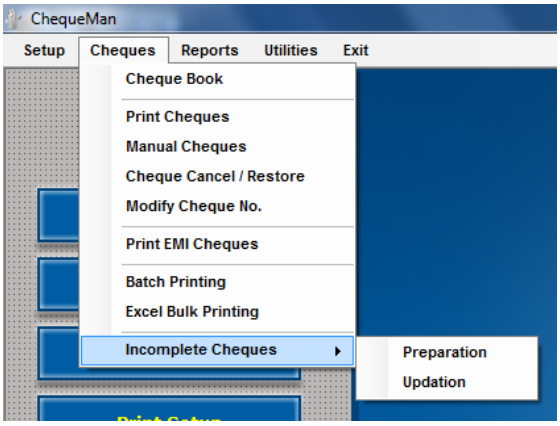
5.9 Incomplete Cheque

This module is activated only after opting for 'Incomplete Cheques' through Utilities – Preferences – Advanced.

Preparation

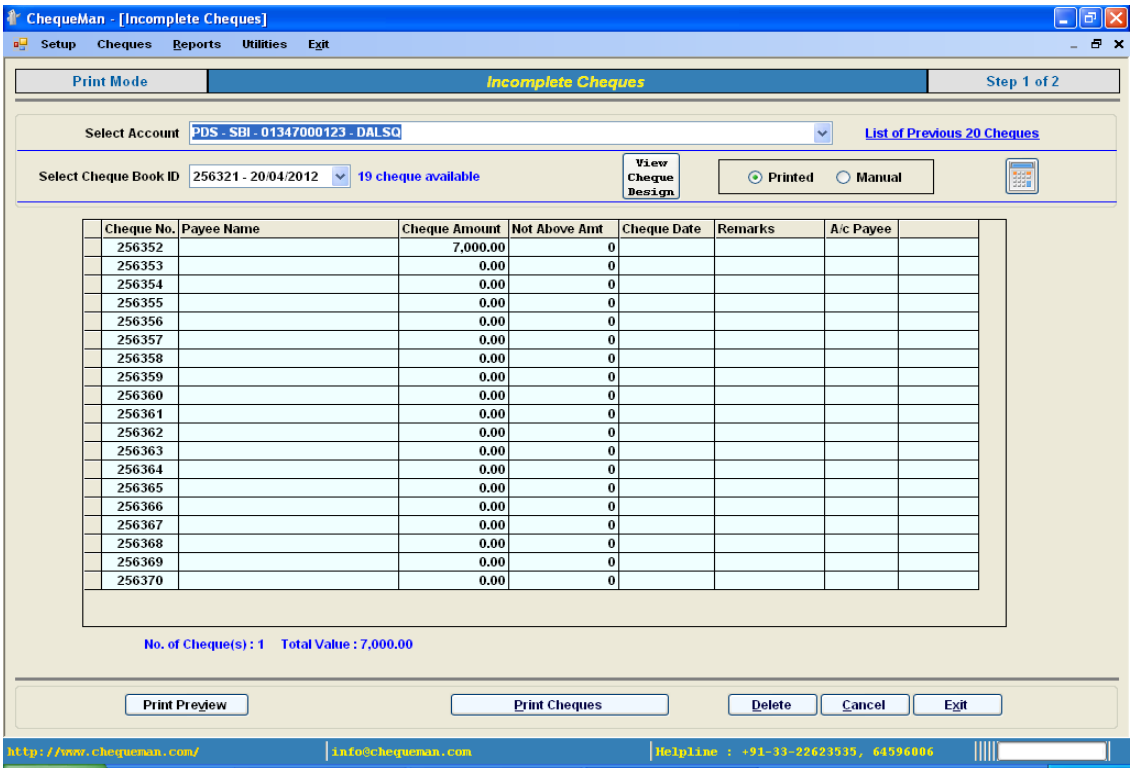
Select <Incomplete Cheques - Preparation> from the <Cheques> Menu

Figure 5-25 Incomplete Cheque – Step1



The following screen is displayed:

Figure 5-26 Incomplete Cheque – Step2


ChequeMan - [Incomplete Cheques]
Setup Cheques Reports Utilities Exit
Print Mode
Incomplete Cheques
Step 1 of 2
Select Account
PDS - SBI - 01347000123 - DALSQ
List of Previous 20 Cheques
Select Cheque Book ID
256321 - 20/04/2012
19 cheque available
View Cheque Design
Printed
Manual
Cheque No. | Payee Name | Cheque Amount | Not Above Amt | Cheque Date | Remarks | A/c Payee
256352 | 7,000.00 | 0
256353 | 0.00 | 0
256354 | 0.00 | 0
256355 | 0.00 | 0
256356 | 0.00 | 0
256357 | 0.00 | 0
256358 | 0.00 | 0
256359 | 0.00 | 0
256360 | 0.00 | 0
256361 | 0.00 | 0
256362 | 0.00 | 0
256363 | 0.00 | 0
256364 | 0.00 | 0
256365 | 0.00 | 0
256366 | 0.00 | 0
256367 | 0.00 | 0
256368 | 0.00 | 0
256369 | 0.00 | 0
256370 | 0.00 | 0
No. of Cheque(s) : 1 Total Value : 7,000.00
Print Preview
Print Cheques
Delete
Cancel
Exit
http://www.chequeman.com/
info@chequeman.com
Helpline : +91-33-22623535, 64596006

Select the Account and the Cheque Book ID (this is identified as the starting Cheque No. and the date of receipt of the Cheque Book) against which an incomplete cheque needs to be printed.

The number of grid rows in the grid is limited to the least of the following:

- available number of cheque leaves on the cheque book
- total number of grid rows as set up in the menu Utilities - Preferences

This grid contains the following columns:

Cheque No. : The Cheque No. is already displayed. It is recommended to physically verify its presence in the Cheque Book before proceeding further.

Payee Name : Enter the name of the Payee. In case cheque has been previously issued to a Payee, the name of the payee will appear in the help box as you start typing the Payee Name. For a new payee, you will have to type the entire name.

Cheque Amount : Cheque amount is to be entered.

Not Above Amt : This field is activated only of the Cheque amount is not entered. This amount is printed as 'Not Over' value for this entered amount.

Cheque Date : Cheque Date is to be entered here.

Remarks : This field is optional to record any remarks against the cheque for future reference.

A/c Payee : This is the Account Payee flag which if checked will accordingly print on the cheque. In case you wish to remove this, click on the cell and remove it. It is important to note that whenever a new Payee is created it is assumed that it would be 'Account Payee'. In case you wish to permanently remove this status for a Payee, it can be done from the menu option Setup – Payee Details.

<Blank Column> : Whenever a Payee is being issued the cheque for the first time using the system, this column displays 'New Payee' for your reference.

For printing an incomplete cheque, at least one of the above information needs to be provided.

Moreover, at least one of the above information should not be provided to make it an incomplete cheque. Enter information for all the incomplete cheques that needs to be printed using the rows in the grid. Once done, you are now all set to print the cheques.

Other features & Options

List of Previous Cheques

By clicking on this all the previously issued cheques from this account can be viewed.

View Cheque Design

To ensure that the correct design has been mapped to the Cheque Book, click on this

option. There is an option to test print the format to check out the print parameters.

Calculator

In case for any help in arithmetical calculations, click on the icon

Totals

The total amount of all the cheques populated in the grid is displayed at the bottom of the grid for reference and verification.

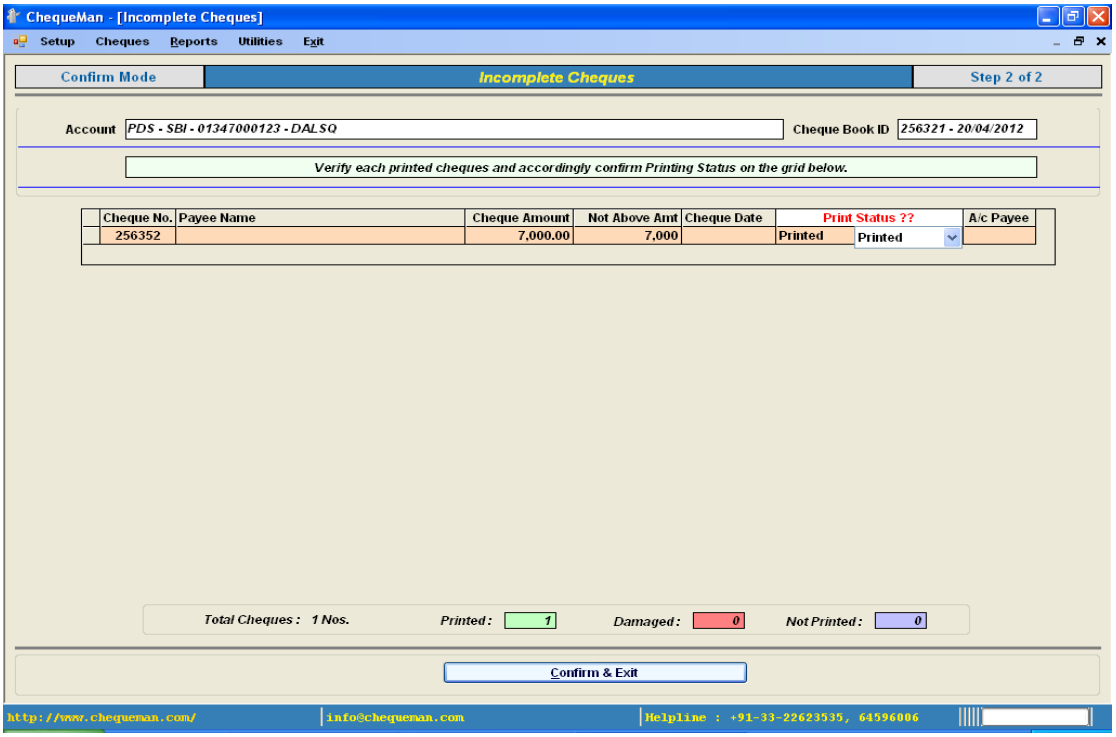
The bottom of the screen has buttons which are explained in details below:

Print Preview	**:**	To preview the cheque details that have been super-imposed on the scanned cheque image, click on this option. It gives a fair idea as to how the printed cheque will appear. However, it should be noted that minor difference is possible. The display window has scroll buttons to view cheques one by one with options to move to first or the last cheque.
Print Cheques	**:**	Place the Cheque leaves on the printer in the correct order and direction, and then click on this button. After confirming in the subsequent dialogue box, the cheques are printed.
Back	**:**	On clicking this, the control is shifted to the summary of the print queue.
Cancel	**:**	After selecting information on the header, the information on the grid is displayed pertaining to the selected Cheque Book. Click on 'Cancel' which will again allow you to select the Account, Cheque Book, etc.
Exit	**:**	The control is shifted to the main screen of the software.

Verification & Confirmation of proper printing of Cheques

After the 'Print Cheque' command is given, subsequently, in the next interface screen a grid appears containing the cheque nos. used for printing with corresponding details as provided in the previous screen. This interface is illustrated below:

Figure 5-27 Incomplete Cheque – Step3



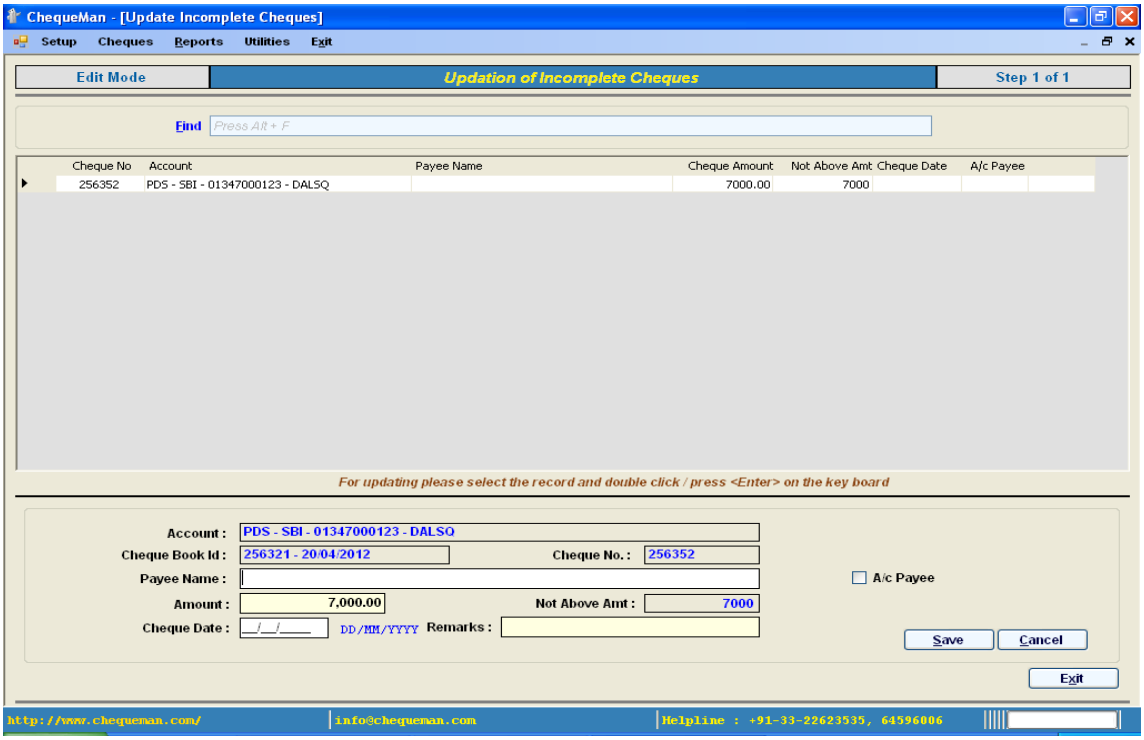
For each Cheque on the grid – there could have been one of the three possibilities:

- If the Cheque is printed successfully then the print status will be 'Printed'
- If the Cheque is damaged while printing then the print status will be 'Damaged'
- If the Cheque is not printed at all then the print status will be 'Not Printed'
- Now, specify the status of cheque printing under the column 'Print Status' as displayed in the screen above. By default 'Printed' is selected assuming that in most cases cheques is print successfully. After confirming for each cheque, click on 'Confirm & Exit'.

If cheques are still present in the queue, you are again back to the previous screen for continue printing of the pending cheques in the same way.

Updation: Incomplete cheques prepared needs to be updated once the rest of the information is available. Through this module the 'Incomplete Cheques' are updated to make it into a regular cheque. Select <Incomplete Cheques - Updating> from the <Cheques> Menu, the following screen will be displayed:

Figure 5-28 Incomplete Cheque – Step4



This contains the list of all incomplete cheques that needs to be updated to make it into a complete cheque. Double click or select row and press <enter> on the cheque to be updated. On the bottom part of the screen the information about the cheque is populated. You are required to fill up the missing information and 'Save' the data. The incomplete cheque is now updated and the record is removed from the grid.

6 Reports

ChequeMan has an in-built comprehensive system for printing various reports. It generates reports for both on-screen viewing and hard copies printing along with exporting the same to MS-Word, MS-Excel and PDF. This serves multiple purposes such as record keeping, auditing, filtered queries etc. The report interface is simple to use with convenient self-explanatory labels for understanding. Most of the reports have the facility for setting filters across Accounts Details, Cheques, and Cheque Issue Dates etc.

Some of the reports which are generated from the software are summarized as under:

- **Cheque Issue Register**

This provides a list of all the cheques issued and recorded in the system. The user can print details of all cheques or only the summary for each Account Holder. Further, the user can set the date range and also other filters such as Account Holder / Bank, Payee etc. Report is sorted either on the Cheque Preparation Date or the Cheque Issue Date.

- **Payee Cheque Issue Register**

This report provides the list of all the Cheques issued, sorted and grouped on Payee Name. Through this report the user can view payments made to each Payee across all Account Holders. The user has the option to print details of all the cheques or only the summary for each Payee. Further the user can set a date range and also other filters such as Payee, Account Holder / Bank etc. Report is sorted either on Cheque Preparation date or Cheque Issue Date along with Payee Name.

- **Cheque Book Summary**

ChequeMan keeps track of each Cheque Book in terms of issued, cancelled and unused cheques. Summary of all Cheque Books or only of the current ones can be viewed. The user can keep track of the cheque leaf inventory that is on hand.

- **Cheque Book Details**

This is a log report for each Cheque Book very similar to the way one records in the attached sheets provided by the bank. The user can print detail for a particular Cheque Book or multiple Cheque Books as desired.

- **List of Cancelled Cheques**

Through this report the user can get the list of all cheques that has been cancelled or has been damaged while printing.

- **Bulk Cheque Printing**

The user can get the list of cheques printed in bulk through EMI or Batch Printing or Excel Import. Report can be for all or selective Account Holders and can viewed in both detailed and summary modes.

- **Listing Report**

These are simple listing reports for the following:

- Account Details: This provides a list of Account Holders and the corresponding Bank Accounts.

- Payee Details: This provides a list of Payee Names.

- Payee Batch: This provides a list of all Batches with corresponding Payee Names.

- **Query Report**

This is a powerful reporting tool which primarily has two query options. Firstly, provide a Cheque No. for query on it. Secondly, it has an open ended filtering system – wherein a report can be generated with filter options on Account Holders / Bank Accounts, Printed / Manual Cheques, Payee Name, Cheque Date / Entry Date, etc.

- **Exception Report**

This reporting option contains the following:

Modification of Cheques Nos.	:	This lists out all the cheques that has been modified through the menu Cheques – Modify Cheque No
List of Not-Printed / Damaged Cheques	:	This lists out all cheques that could not be printed or were damaged after the print command was given through the cheque printing options.
Cheques released for Re-use	:	This lists out all cheques that have been restored after being cancelled earlier.

- **Incomplete / Updated Cheques – Issue Register**

This module prints all cheques entered through the Incomplete Cheque module. It has options to print the incomplete cheques or updated cheques or both together.

7 Other Utilities

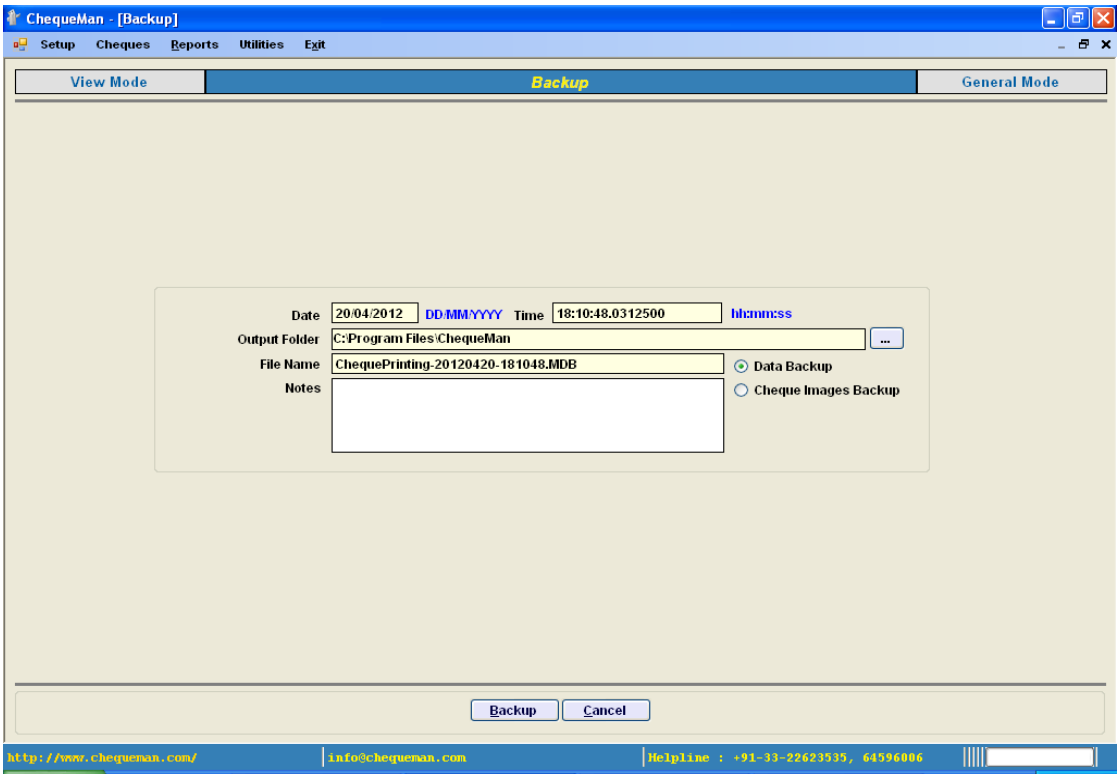
7.1 Tasks – Backup/ Restore/Optimize Database

Through this utility, you can backup your data and also restore back the same as and when required. It also provides the option to optimize database, as explained below.

Backup

In Utilities Menu, select the 'Task' option and further click on Backup. This will take you to the following interface:

Figure 7-1 Backup



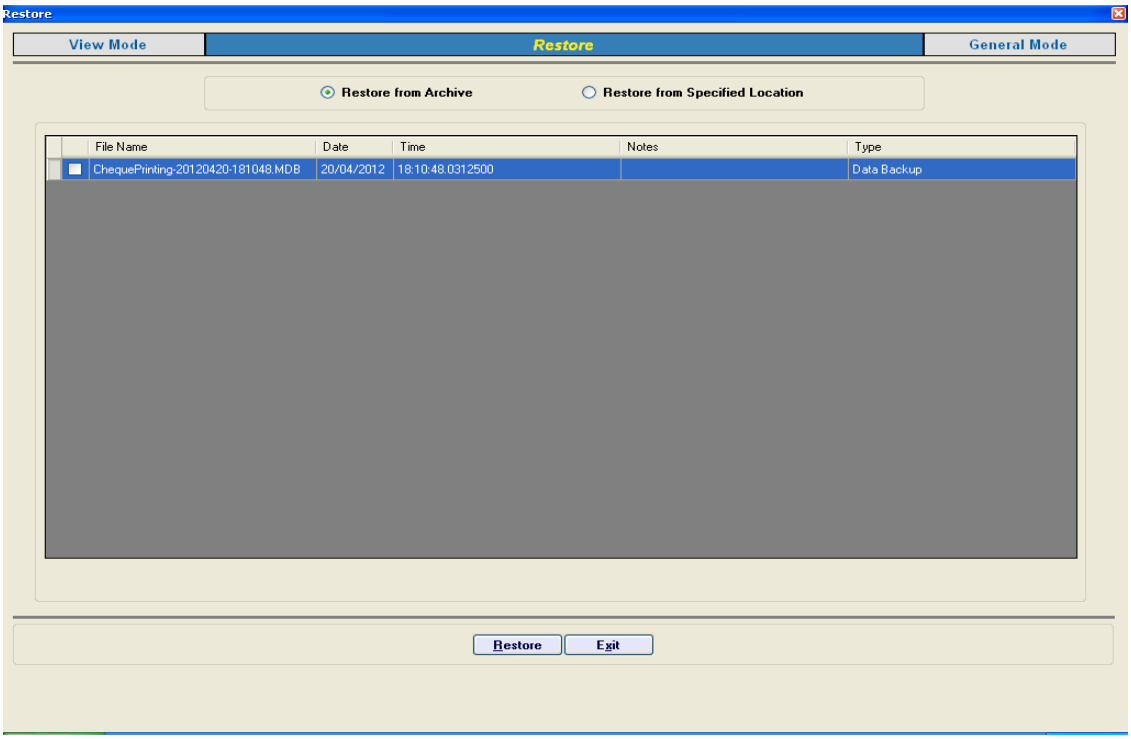
Backup can be taken for the ChequeMan database or the Cheque images. Select the one that for backup has to be taken.

Select the Output folder where you want your backup to be created and specify some textual note which will serve as a reference for the backup. Click on <Backup> button to create the backup file in the specified folder. This folder could be in the hard disk of system or any other external storage device. The name of the backup file is placed by default which contains the data and time stamp which is changeable by the user.

Restore

In Utilities Menu, select the 'Task' option and further click on 'Restore'. This will take you to the following interface:

Figure 7-2 Restore



Here you have two options:

- Restore from Archive
- Restore from Specified Option

Each of the above is briefly explained below

Restore from Archive

This will show you the chronological history of data backup taken along with the reference notes that was submitted through the Backup module. You can select a specified backup and click on <Restore> Button to restore the data.

Restore from Specified Location

You can also use this option to restore the data only if you know the file location and filename where the same has been stored. Once you browse the file and select <Restore> button your database file will be restored.

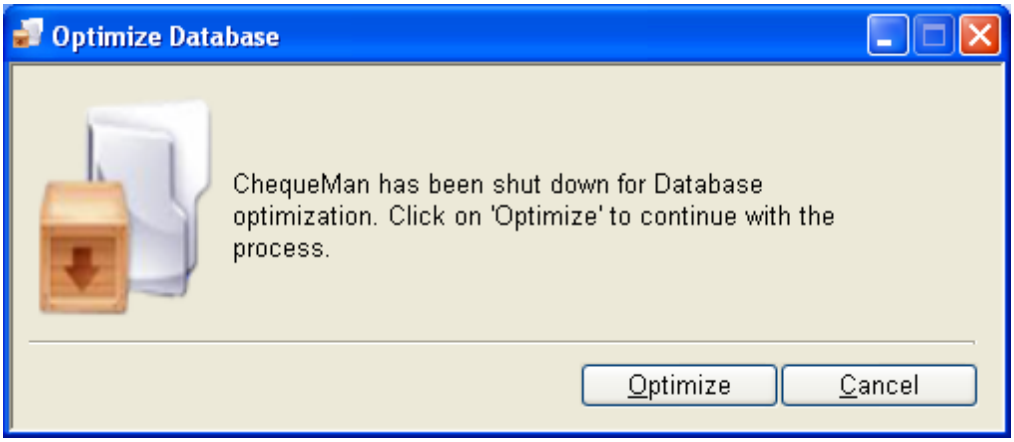
Note: It is very important to understand that restoration will overwrite the existing data and as such the current database will be lost. Before restoration, it is advisable to backup the current data.

Optimize Database

It is a good practice to optimize your database for improved performance. This removes redundant spaces from the database.

In Utilities Menu, select the 'Task' option and further click on 'Restore'. This will take you to the following interface:

Figure 7-3 Optimize Database


Optimize Database
ChequeMan has been shut down for Database optimization. Click on 'Optimize' to continue with the process.
Optimize
Cancel

You will be exited from the software for the optimization. Click on <Optimize> and your database will be automatically optimized.

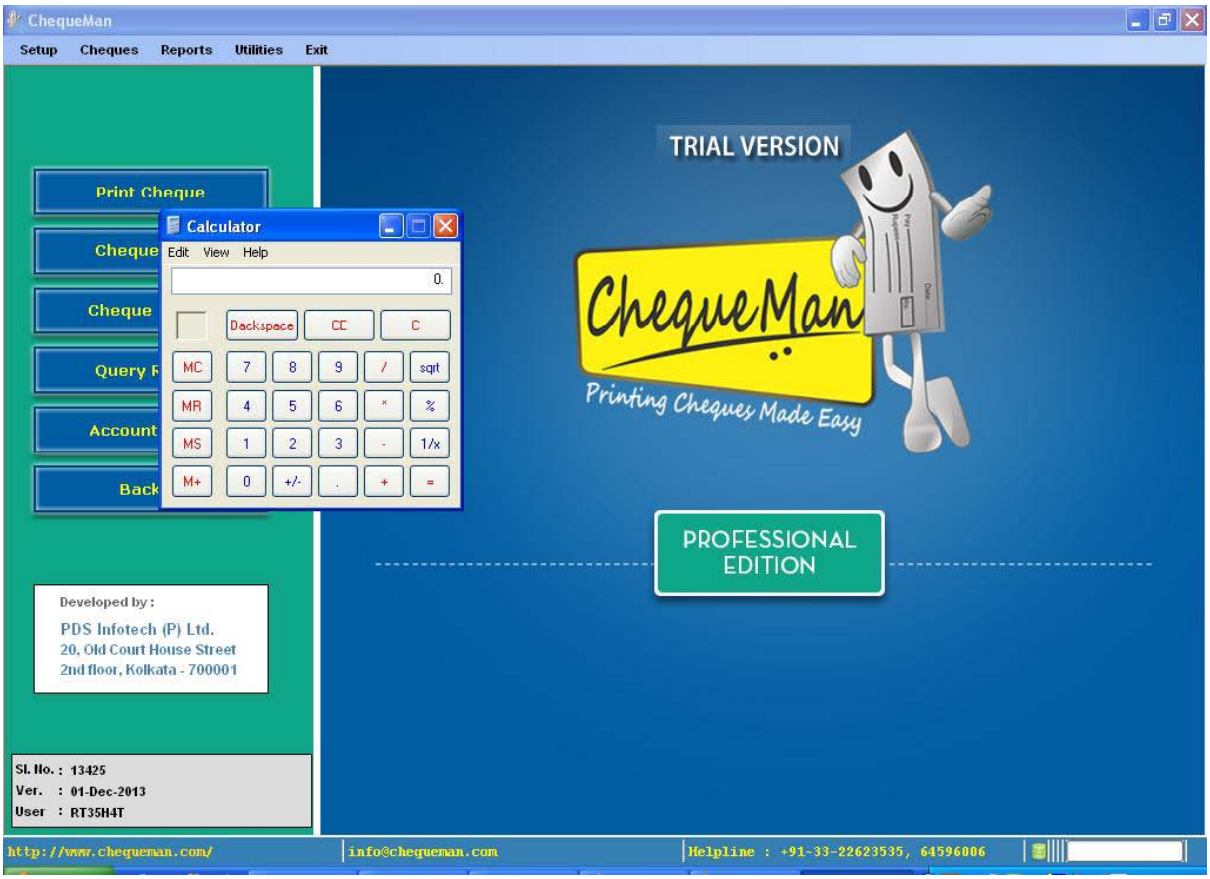
Note: It is very important to understand that before optimization, it is advisable to take a backup of the current data and store it in a different location.

7.2 Calculator

For easy arithmetical calculation, a calculator has been provided.

In Utilities Menu, select ‘Calculator’ option... This will take you to the following interface:

Figure 7-4 Calculator

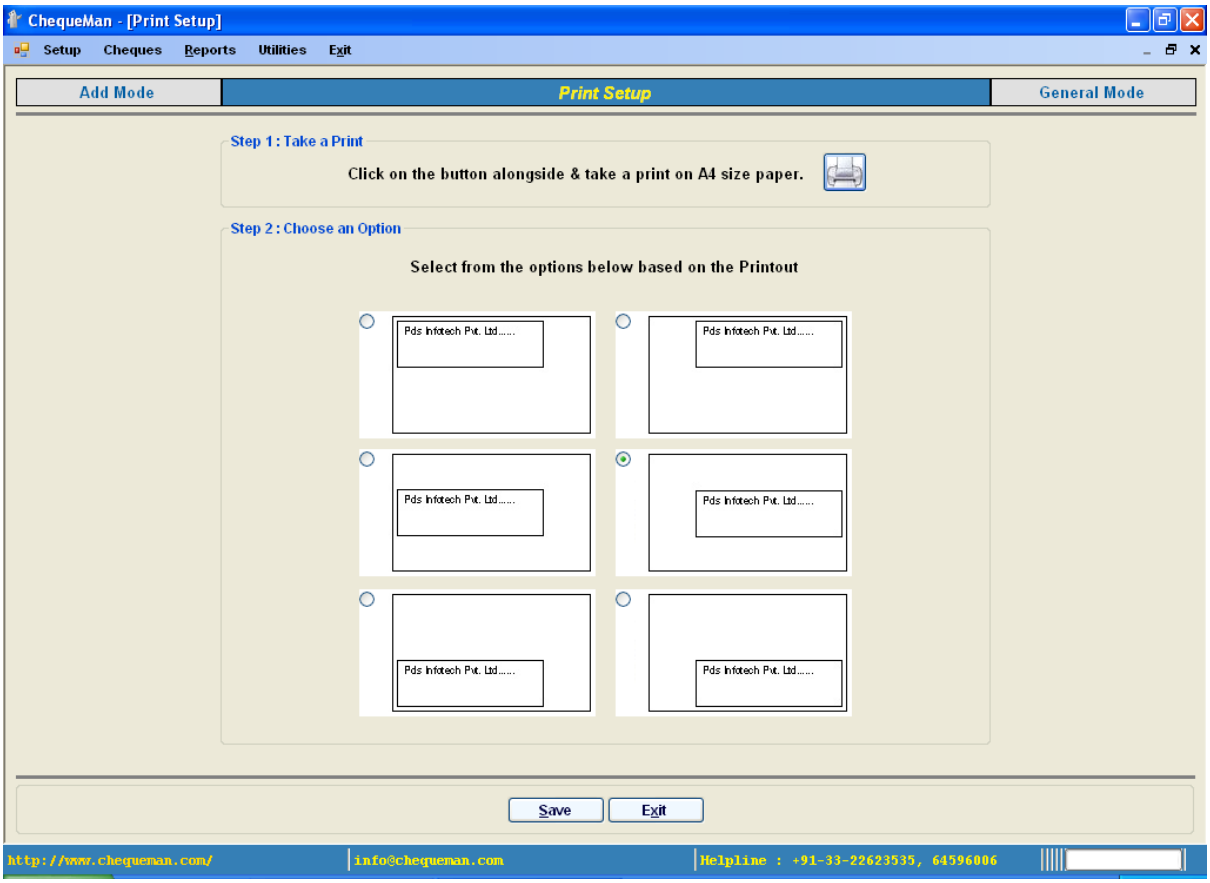


7.3 Print Setup

In order to setup the printer as per your requirement, you need to select the 'Print Setup' option.

In the <Utilities> Menu, select <Print Setup>. This will take you to the following interface:

Figure 7-5 Print Setup

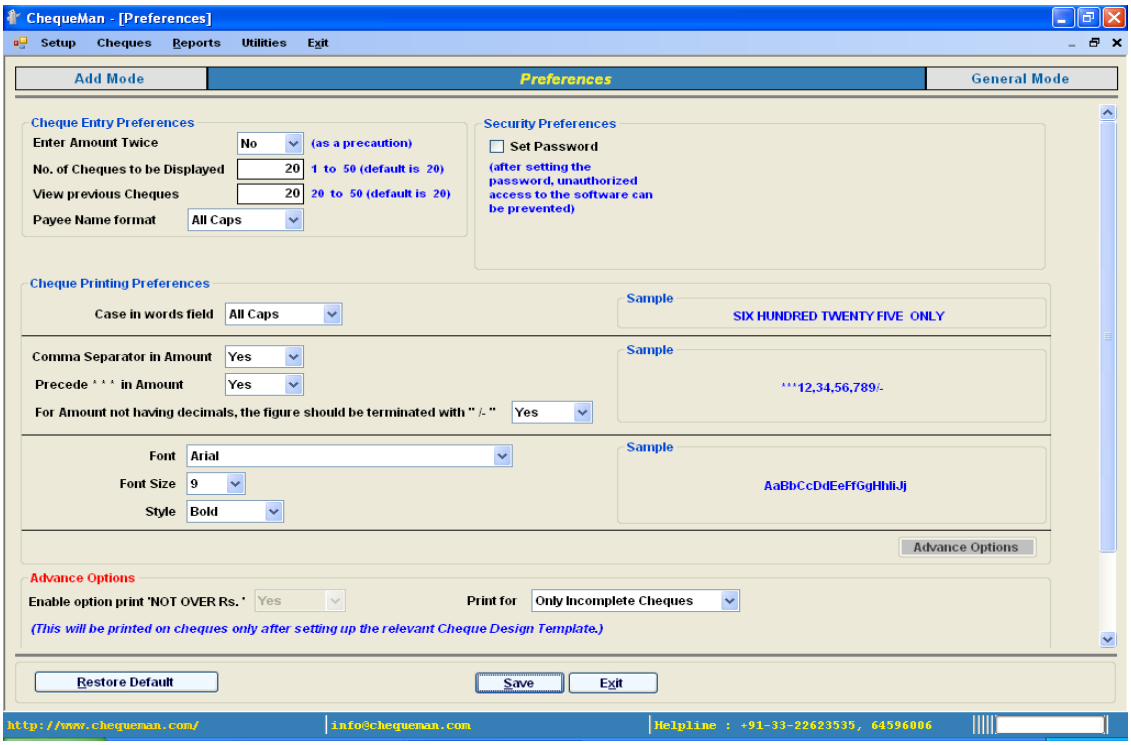


Different printer types may require a different setup for smooth printing of cheques. To setup your printer, follow the instruction on the interface to take a print on an A4 sized paper. Based on the printout, you will need to select one of the six options. Your printer is now set.

7.4 Preferences

In the <Utilities> Menu, select <Preference>. This will take you to the following interface:

Figure 7-6 Preferences



Through this module, one will be able to set up the printing of cheques and other parameters as per one's own preference. This covers the following:

Cheque Entry Preferences:

Enter Amount Twice : On selection, it would be mandatory to enter the cheque amount twice in the Cheque entry grid, helping in the cross check of the amount.

No. of Cheques to be displayed : This shows the default number of cheques that will be displayed in the entry screen. This can be changed to a maximum of 50.

View previous Cheques : This shows the number of previously issued cheques that will be displayed in the cheque entry module. This is set to 20 and can be changed to a maximum of 50.

Payee Name Format : This decides the format of Payee Name getting printed in the cheque. One can select 'ALL CAPS' to print the name in capital letters or 'As Entered' to print the name in the same case as entered.

Case in Words fields	**:**	This decides the format of Amount inwords getting printed in the cheque. One can select 'ALL CAPS' to print the amount in capital letters or 'Proper' to print the amount in the format in which first letter of the word is capital and the rest is small.
Comma Separator in Amount	**:**	By selecting YES, the amount field will have comma separators.
Precede * in Amount**	**:**	By selecting YES, the amount will be preceded by ***. Example 3455.00 will be displayed as ***3455.00.
For Amount not having decimal, the figure should be terminated as '/-'	**:**	For amounts with nil paisa, one can opt to print either as 3455.00 or as 3455/-.
Font, Font Size & Style	**:**	One can select the Font, Size and Style of printing on cheques as per one's preference and liking.
Password	**:**	As an option, one can set the password. Every time you start the software, you will get access only after providing the correct password credentials. This password may also be removed as and when required.

Advanced Options: This contains the following optional features:

- Printing 'NOT OVER Rs.' on cheques. If opted for, the Not Over amount will be rounded off to the following Rupee. For example if Cheque Amount is 2344.45, the 'Not Over' Amount is 2345.00.
- Printing of Incomplete Cheques – Only on selection of this feature, the software will permit the printing of Incomplete Cheques. In incomplete cheques module one can print the cheque in which one or more parameters printed in the cheque can be left blank. Once opted, this feature gets listed in the 'Cheques' menu.

Update Now: From time to time software updates will be released on ChequeMan based on changes, user feedbacks and bug corrections, if any. Click on <Update Now> link under the <Utilities> Menu to start the update process of the software. This process is an internet based automated system for updating the software wherein the latest version is checked for and if any new update is found, the software is then updated.

8 Healthy Practices of using ChequeMan

- Regular backups to ensure data safety
- Updating all the manual cheques issued for data reporting
- Updating all the damaged/cancelled cheques
- Check and update the software regularly.
- Refer to the User Manual / Video Demo if something is not understood in the software.
- Visit the web site for resources and latest updates.
- Follow us on social media to keep yourself updated with the latest news and developments in ChequeMan

Visit us at:

www.chequeman.com

Developed by:

PDS INFOTECH (P) LTD.

20 Old Court House Street

2nd Floor, Kolkata 700001

Phone: (033) 22623535, 64596006 Fax: (033) 22488451 Email: info@chequeman.com